

Monica

Mikhail

CONTACT

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EDUCATION

CORNELL UNIVERSITY

Online, Virtual
*eCornell, Graduate Certificate Program,
Marketing Strategy*

OTIS COLLEGE OF ART AND DESIGN

Los Angeles, California
Graphic Design Certification

UNIVERSITY OF CENTRAL FLORIDA

Orlando, Florida
*B.S. Psychology, Minor Marketing
Summa cum laude
University Honors
Honor Society of Phi Kappa Phi*

PROFESSIONAL EXPERIENCE

WARNER BROS. ENTERTAINMENT

(2021- Present)
Burbank, California
HR Data & Administration Specialist

SWISS RE

(2018-2021)
Los Angeles, California
Marketing Executive Assistant

BANK OF AMERICA MERRILL LYNCH

(2018)
Los Angeles, California
Administrative Assistant III

SKILLS AND PROFICIENCIES

- Superior familiarity with aesthetic design concepts and layout principles
- Skilled in color, typography, layout design, product and packaging design
- Outstanding knowledge of Adobe Creative Suite: Illustrator
- Knowledgeable in Adobe Creative Suite: Photoshop and InDesign
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Mac OS
- Excellent creative visualization and design abilities
- Strong artistic and technical abilities
- Strong oral and written communication skills

EXPERIENCE HIGHLIGHTS

- Designed various invitations and signage for numerous onsite and offsite events/meetings.
- Created logos for promotional items used for different meetings and events.
- Revised PowerPoint presentations that were distributed to external and internal clients.
- Adjusted Excel documents/reports worthy for presentation to various recipients.
- Compiled, printed and assembled manuals used during semi-annual broker meetings.
- Created informational tables, flowcharts and PowerPoint presentations for distribution during training sessions, district manager meetings, and special events.
- Developed archival system to store all materials/documents created by print department.
- Authored a training manual exclusively for a print department.
- Created exterior signposts for a "Plant Museum" surrounding the company's building.
- Printed, assembled and shipped manuals along with other training materials.