

# JESSICA M. PERALTA

## GRAPHIC DESIGNER

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### EDUCATION

*January 2007 Graduate* **PARSONS THE NEW SCHOOL FOR DESIGN, NEW YORK, NY**  
Associates in Applied Science, Graphic Design  
Parsons AAS Scholarship Recipient, With Honors, GPA: 3.73

*May 2000 Graduate* **WESLEYAN UNIVERSITY, MIDDLETOWN, CT**  
Bachelor of Arts, International Politics and Spanish Literature  
Wesleyan Scholar, José Gomez-Ibañez Scholarship Recipient  
Activities:  
OFFICE ASSISTANT, DEPARTMENT OF ROMANCE LANGUAGES  
TREASURER, SENIOR CLASS OFFICER  
TEACHING APPRENTICE, SPANISH DEPARTMENT  
VASSAR–WESLEYAN–COLGATE PROGRAM IN SPAIN

### EXPERIENCE

*Fall 2006* **FORTUNE SMALL BUSINESS MAGAZINE, NEW YORK, NY**  
INTERN: Assisted Art Department in preparing monthly magazine for production. Undertook page design and layout refinement. Scanned and prepared art for approval prior to going to press.

*Summer 2006* **SCOTT & NIX, INC., NEW YORK, NY**  
INTERN: Assisted small book-packaging company in everyday office duties. Developed design ideas for a Scott & Nix–Barnes & Noble print project. Scanned and traced photographs of butterflies in Illustrator for an upcoming field guide project.

*June 2004–August 2005* **DNP AMERICA LLC–DAI NIPPON PRINTING GROUP, NEW YORK, NY**  
ACCOUNT REPRESENTATIVE: Oversaw 15–20 different accounts and generated \$5 million in sales per year. Estimated and negotiated pricing for new printing orders with US–based publishing clients and printing plants in addition to keeping responsibilities held as a Sales Coordinator.

*January 2002–May 2004* **SALES COORDINATOR: Acted as liaison between US–based publishing clients and printing plants in Hong Kong, China, Singapore, Korea, and Japan. Organized the forwarding and receiving of printed materials; coordinated and negotiated with manufacturers production schedules and quality maintenance of printing jobs; generated sales agreements, purchase orders, invoices, and account receivable information on current orders.**

*June 2000–December 2001* **CUSTOMER SERVICE REPRESENTATIVE: Assisted sales personnel with accounts. Organized the forwarding and receiving of printed materials; engaged in daily follow–up communication with clients and printing plants in Hong Kong and China.**

*Winter 1999* **VISITING NURSE SERVICES OF NEW YORK, NEW YORK, NY**  
BUSINESS COORDINATOR: Maintained and coordinated nurses' data into patients' files. Performed data entry duties, answered phones, translated, and organized filing.

*Summer 1999* **GOOD HOUSEKEEPING MAGAZINE, NEW YORK, NY**  
EDITORIAL INTERN: Rotational assignments with a variety of editors. Worked closely with Special Projects Director on special web site development; wrote consumer product information for Good Housekeeping–brandwise.com web site collaboration.

### SKILLS

Proficient in Adobe InDesign CS2, Adobe Photoshop CS2, Adobe Illustrator CS2, QuarkX-Press 6.5, and Microsoft Office for Macs and Windows for PCs; working knowledge of HTML, Dreamweaver, and CSS; fluency in Spanish.