

KRISTINA ELIZ RODRIGUEZ

425.659.8283 // kristinaeliz.com // redmond, wa.

keliz.rodriquez@gmail.com

EDUCATION

Florida State University
BA Interdisciplinary
Humanities (May 2013)

Focuses: Classics,
Women's Studies,
Religion

SKILLS

English (fluent, native)
Spanish (fluent, native)
Adobe Creative Suite
Windows / Google Suites
Conflict Resolution
Process Documentation
Adaptability
Team Collaboration
Instruction
Digital Illustration
Print Marketing
Creative Consulting
Typography

ABOUT ME

Creative professional with a passion for celebrating and uplifting diversity and finding unique ways to authentically tell your story.

PROJECT MANAGER / VISUAL COMMUNICATIONS SPECIALIST

FASTSIGNS Bellevue/Issaquah; 07/20 - 03/22

- Managed client-facing communications via email, phone and in-person; served as the initial point of contact and liaison between internal team and external communication.
- Converted 70% of consultations/estimates resulting in an average of 68 completed managed projects per month ranging from local projects to coordinating execution and distribution of CoVID-19 safety and regulation signage for large companies with 22 cross-state branches.
- Collaborated with management to improve and ensure that proper process documentation was consistently met. Developed and implemented a comprehensive operations guide to help onboard team members.

LEAD WEDDING STATIONERY CONSULTANT AND DESIGNER

Perfect Press/Lemeda Group; 04/19 - 06/20

- Facilitated collaborative meetings with clients and business partners via in-person, virtual, and phone consultations, averaging approximately 20 per week.
- Developed and executed promotional strategies and design plans for bespoke events, including weddings, bar/bat mitzvahs, and corporate events. Maintained communication with event planners, designers, and marketing teams to ensure timelines and content met client needs.
- Researched future industry trends and collaborated with a team of designers to produce a collection of 30+ unique designs to feature in the wedding collection. Maximized the collection to feature local trends such as wooden invitations, and specialty features such as letterpressing, foils, rustic, elegant, and modern designs, and more.

PROJECT COORDINATOR AND DESIGNER

Sign Pros. Inc; 08/17 - 04/19

- Created custom signage packages for long-term residential construction projects by completing project takeoffs, budgeting and bids, plan submittals, permit research and acquisition, and coordinating schedules on a national scale.
- Assured that local, state, national, and ADA compliance standards were met when creating signage. Navigated unique production and standard requirements for Californian developments.
- Communicated between cross-discipline teams, including city planners, construction teams, vendors, and in-house production teams to fulfill established timelines, verify materials and designs were up to code and up to date.