



Alvaro Mondragon

Production Graphic Designer

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Work Experience

Michaels Stores Inc. | Irving, TX

Production Graphic Designer | Nov 2014 to Jan 2025

- ▶ Implemented and maintained automated workflows using Easy Catalog for multiple creative teams.
- ▶ Managed and scaled automation components to improve productivity and accuracy.
- ▶ Streamlined InDesign templates for improved usability and consistency; optimized use of layers, libraries, and styles.
- ▶ Created SOPs to ensure consistent and efficient processes across the production team.
- ▶ Collaborated with printers to ensure correct specs, die cuts, varnishes, and file releases.

Navarro Discount Pharmacy | Miami, FL

Planogram Designer/Coordinator | Feb 2014 to Sep 2014

- ▶ Adhere to a schedule aligned with category buyers' ECRM shows.
- ▶ Collect and analyze data from various departments, while coordinating with category buyers on optimal product placement.
- ▶ Photograph and organize products for display.
- ▶ Review sales patterns and retail display space for merchandise.
- ▶ Manage the uploading of planograms to the web portal for store execution.

Navarro Discount Pharmacy | Miami, FL

Graphic Designer | Jul 2011 to Feb 2014

- ▶ Design and organize weekly ads and circulars.
- ▶ Manage and coordinate the release of weekly promotional e-blasts to customers.
- ▶ Support the Marketing Department with event preparations and promotional setups.

Navarro Discount Pharmacy | Miami, FL

E-commerce Associate | Jan 2011 to Jul 2011

- ▶ Provide customer service via phone
- ▶ Organize, photograph, and digitally retouch product images
- ▶ Execute data entry and category management for website listings

Education

Miami International University of Art and Design | Bachelor of Fine Arts (BFA), Graphic Design | Graduated August 2012

Miami Dade College | Associate of Arts (AA), Commercial Arts | Graduated June 2008

Skills

Core Competencies

Print Production, Workflow Automation, Template Design, Branding, SOP Development, Typography, Marketing Collateral, Packaging, Project Management

Technical Skills

Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat), Easy Catalog, DALIM, Extensis Portfolio, Workamajig, JDA, Constant Contact, Microsoft Office (Word, Excel, PowerPoint), macOS

Soft Skills

Adaptable, Problem Solver, Dedicated, Team Player, Positive Attitude, Observant, Strong Time Management, Open-Minded

Languages

Fluent in English and Spanish