

DANA LOPEZ

GRAPHIC DESIGNER- AURORA, IL

331-575-6522

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danalopez-portfolio.com

LANGUAGES

- English: Fluent
- Spanish: Fluent

EDUCATION

2023-2025

BENEDICTINE UNIVERSITY

- BA IN GRAPHIC DESIGN

2021-2023

COLLEGE OF DUPAGE

- AAS IN GRAPHIC DESIGN
- TRANSFERED

SKILLS

- Office Administration & Front Desk Operations
- Scheduling & Calendar Management
- Invoicing & Accounts Receivable
- Customer Service & Client Communication
- Payroll Support & Time Tracking
- Adobe Creative Suite (Illustrator, InDesign, Photoshop, XD)
- Canva & Visual Content Creation

HIGHLIGHTS

AWARDS

- Benedictine University Student Contest 2025- Best in Brand Identity

CERTIFICATIONS

- Google UX Design Certificate – Coursera, 2025
- Social Media Content Strategy– Adobe 2025

PROFILE SUMMARY

Bilingual (English/Spanish) professional with experience in graphic design and office administration. Skilled in Adobe Creative Suite and Canva, with experience managing front office operations, customer communications, scheduling, invoicing, and multitasking in fast-paced environments while providing strong visual and organizational support.

WORK EXPERIENCE

Revamp Fence & Deck

2025-PRESENT

Admin

- Manage invoicing, payment processing, accounts receivable follow-ups, payroll tracking, and contract processing while maintaining accuracy and attention to detail.
- Build and maintain installation schedules, oversee the permitting process for construction projects, and create simple fence drawings using Canva to support project execution.
- Serve as primary point of contact for phone calls and emails, utilize CRM systems to track projects, and multitask effectively to keep daily office operations organized and running smoothly.

Harting Americas

SUMMER 2025

Graphic Design Intern

- Collaborates with the marketing team to design print and digital materials
- Creates graphics for trade shows, social media, and internal projects
- Helps explain technical products through clear, easy-to-understand visuals

Valley Honda

2022-2025

Front desk Receptionist

- Provides excellent customer service to ensure customer attraction
- Manage confidential documentation for credit applications
- Handle and transfer calls efficiently to designated departments