

Sandra García

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📍 Boca Raton, FL

SKILLS

- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
- ADOBE INDESIGN
- ADOBE DIMENSION
- ADOBE XD
- ADOBE LIGHTROOM
- HTML
- CSS
- MICROSOFT VISUAL STUDIO CODE
- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- NATIVE SPANISH SPEAKER

EDUCATION

- BACHELOR OF ARTS IN GRAPHIC DESIGN AND MEDIA ARTS**
Southern New Hampshire University 01/2020-12/2022
- BACHELOR OF ACCOUNTING**
Florida International University 08/2004-04/2008

EXPERIENCE

- AMIMARU TRANSLATION AND LOCALIZATION SERVICES, LTD., REMOTE**
Typesetter 03/2019-12/2019
- Retouched original artwork and sound effects using Photoshop.
 - Overlaid English and French translations onto Japanese comics using Photoshop and InDesign.
 - Utilized typography that followed clients' style guides.
 - Chose typefaces that suited each comic's setting.
 - Collaborated with team members to localize Japanese comics for the English and French speaking markets.
- MIAMI MANAGEMENT, INC., MIAMI, FL**
Bookkeeper 2008-2010
- Followed deadlines when submitting monthly financial reports for 20 homeowner associations.
 - Assisted Accounts Payable and Accounts Receivable departments.
 - Reconstructed a homeowner association's security deposit report, improving their recordkeeping.
 - Communicated and coordinated with Certified Public Accountants during tax season.