

Myrian Galler

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Objective

Seeking an entry level position as Graphics and/or Web Designer, using Photoshop, Illustrator, Web Weaver, HTML and Java Scripts with a company where I can apply my creativity, resourcefulness and my analytical thinking to solve problems while providing excellent service.

Highlights

- Strong belief in offering the best service to the customer or client.
- Able to adapt and learn new functions and tasks in short length of time.
- Excel at compiling useful data through internet research.
- Excellent technical writing skills, as well as writing memos and correspondence.
- Ability to follow through with directives, able to work independently or within a team.
- Created company standards of quality control to improve productivity.
- Designed spaces and buildings that were pleasing and aesthetic to both the client and governing agencies
- Creative and resourceful

Professional Skills

Computer / Technical Skills

- Knowledgeable in MS Word, Excel, Outlook, Auto CAD, Photo Studio Darkroom, Photoshop, Illustrator and Dream Weaver software.
- Currently enrolled in Web Design and Programming at OSCCT School.
- Established quality control standards for CADD draftsmen and management.

Customer Service / Communication Skills

- Over 15 years providing customer service in a variety of professional environments, by phone and in person
- Successfully navigated agencies approval processes of entitlements and building permits.
- Established excellent working relationships with Clients, Employers and Governing Agencies representatives.
- Bilingual in English and Portuguese.

Supervisory / Management Skills

- Over 10 years of experience supervising CADD production, ensuring quality workmanship and timely service.
- Excellent time management and organizational skills, able to effectively coordinate multiple projects.

Employment History

Borges Architectural Group, Roseville, CA – <i>Sr. Job Captain</i>	3/2007 – 9/2008
NM&R Design, Fair Oaks, CA – <i>Project Manager</i>	2/2006 – 3/2007
RMB Architects, Sacramento, CA – <i>Sr. Job Captain</i>	3/2005 – 2/2006
SKW Architects, Sacramento, CA – <i>Job Captain</i>	5/2004 – 3/2005
Aspen Street Architects, Angles Camp, CA – <i>Sr. Job Captain</i>	7/2002 – 5/2004
Chamberlin Architects, Grand Junction, CO – <i>Staff Architect</i>	6/1998 – 9/2001

Education

B.A. in Architecture, Colegio Silva e Souza - *Rio de Janeiro, Brazil - 1977*

Web Design and Programming, *OSC Computer Training - Sacramento, CA* (Target completion - Aug 2009)

Recent Workshops Attended

Building Teamwork, Time Management, Developing Interpersonal Communication Skills, Managing Stressors
Office Politics