

GIZEM DEMIR

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WORK EXPERIENCE

Preflight/Proofreader, Disc Graphics New York, February 2017 – February 2018

- Preflight all incoming client art using Adobe Illustrator and Photoshop to ensure high-res CMYK print
- Coordinate with Design department for proper die sizing and setup
- Launched and coordinated social media presence
- Follow all communications between Electronic PrePress, Customer Service, and Clients
- Proofread all outgoing art for color, clarity, grammar, punctuation, and spelling
- Ensure the proper filing of all samples and directions for art
- Create design samples for clients using CimPack service

Writer/Designer, Gizlen Media New York, January 2016 – July 2017

- Designed websites using HTML and CSS
- Designed logos, websites, and business cards using Illustrator & Photoshop
- Wrote articles for IcebergNews.com using WordPress' CMS
- Edited articles for accuracy, grammar and spelling
- Coordinated social media presence

Content Editor/Publisher, Domino Media New York, January 2015 – December 2016

- Successfully started Stagecaster.com with Domino Media's CMS
- Edited articles for accuracy, grammar and spelling
- Created and maintained social media presence
- Edited website content for grammar and spelling
- Data entry into content management system

Writer/Editor/Translator, Neologic Media New York, September 2013 - Present

- Designed titles and characters for mobile game applications
- Wrote short stories for mobile game applications
- Edited written work on websites for grammatical errors
- Edited work of international students on grammar and spelling
- Translated written works for international students
- Helped ESL students with essay writing and editing

EDUCATION

➤ **SUNY, College of Old Westbury** **2016**
Degree: Bachelor of Arts in English – Concentration in Multicultural Literature
Dean's List – Fall 2013, Fall 2015, Spring 2016

➤ **Udemy**
Web Developer Bootcamp
Graphic Design Bootcamp

SKILLS

Adobe Illustrator, Photoshop Premier Pro, and Dreamweaver, patient and methodical, HTML and CSS, Creative Cloud, Bootstrap, native fluency in Turkish & English, WordPress, conversational in French and American Sign Language, Microsoft Office, 50 WPM, flexible and adaptable to any environment, in a state of constant learning