



# MEL PARADA

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## PROFESSIONAL SKILLS

- Adobe Creative Suite
- Photoshop
- Illustrator
- Indesign
- Dreamweaver
- Premier Pro
- HTML & CSS
- UX & UI Design
- Digital Photography
- Lightroom
- Print Management
- Print Production
- Marketing
- Management
- Sales

## AWARDS

University Employee of the Month, George Mason University, March 2015

Mike Denker Fellow, APHA Chesapeake Chapter, 2016

## MEMBERSHIPS

Member, Phi Kappa Phi Honor Society, 2015 - Present

Member, American Printing History Association, Chesapeake Region, 2015 - Present

Contributor, AIGA, Washington, DC, 2015

## LANGUAGES

Fluent Spanish  
Basic German

## SUMMARY

High level of integrity

Strong organizational and analytical skills

Self motivated and directed; accustomed to functioning and excelling as a member of a team

## EDUCATION

Graduate Student, MFA Graphic Design, George Mason University, May 2018 *exp.*

Study Abroad Student, Hochschule für Gestaltung Offenbach am Main, 2016-2017

George Mason University, Fairfax, Virginia, BS Finance, May 2002

## EXPERIENCE

**George Mason University, School of Art, Fairfax, VA, August, 2015 – Present**

**Graduate Lecturer / Adjunct**

AVT 311, Graphic Design Methods and Principles emphasizes developing multiple design solutions that require research as to the demographics, history, and/or culture surrounding a project. Develops skills in design and typography, introduces conceptual problem solving, audience considerations, and the tools that designers must use to develop effective visual communication solutions. An emphasis is placed on the design methodology.

**George Mason University, Print Services, Fairfax, VA, February, 2006 – June, 2016**

Facilitated all printing, duplication, and design needs for George Mason University to include: departments, students, and non-students.

**Supervisor / Senior Technical Operator / Senior Designer**

Managed day-to-day operations of Johnson Center Copy Center, Print Service's flagship in-plant print facility; tasks included management of all print requests. Additionally, managed facilities printers, copiers, finishing equipment, inventory & supplies.

Oversaw center's financial management, employee management, and training.

Served as Print Services Senior Designer; tasks included concept creation, design execution, project delegation, and managing part-time designers. Also served as creative director for Print Service's marketing plans, materials, and promotional pieces.

**Monumental Home Renovations, LLC, Springfield, VA, March, 2004 – December, 2007**

General contracting company specializing in residential and commercial renovations to include but not limited to: exterior remodeling, concrete & masonry work.

**Co-Founder / Co-Owner**

Managed day-to-day operations of company; tasks ranged from project management, financial management, administrative management, employee management, and customer service.

Created and implemented company's marketing strategies. Established working relationships with local suppliers and sub-contractors; negotiated terms that brought lowered prices to consumers and better company profit margins, while setting measures and procedures to assure product quality and craftsmanship.

Effectively managed all aspects of projects won; starting from project estimating, material & equipment logistics, to on-site supervising.