



BIANCA VIGIL

214 557 0417 · vigilbianca@yahoo.com · www.biancavigil.com
Garland, TX 75041

SKILLS

- Graphic & Visual Design, Event Graphics, Branding, Packaging
 - Adobe Illustrator, Photoshop, InDesign | CorelDRAW | Canva
 - 3D Modeling: Maya and Houdini
 - Client consultation, creative direction, and design approval process
 - Typography, layout, and color theory expertise
 - Web content and eCommerce product updates
 - Fluent in Spanish; excellent communication & collaboration skills
-

PROFESSIONAL EXPERIENCE

Health Information Management Specialist / Culture Events Designer - Care Options for Kids

Nov 2022 – Present

- Defined design requirements for employee culture events and materials to deliver monthly event calendars, employee anniversary and birthday announcements for 42 employees across 3 departments
- Coordinated culture events for Business Operations Team to boost team unity and enhance professional development
- Created position of culture events for growing team, through recent company acquisition
- Complete daily tasks such as order follow ups and answering parent questions
- Checking and maintaining accurate medical charts for children as needed
- Ability to balance both administrative tasks as well as creative tasks

Production Coordinator (Creative Support) Bioworld Merchandising

Sept 2021 – Sept 2022

- Coordinated graphic requirements between producing branches and production teams
- Managed apparel orders with strict deadlines, ensuring optimal lead time for production
- Collaborated on quality control checks to ensure all printed materials met brand standards
- Maintained manifests and records for production tracking on all projects

Graphic Designer**Aug 2020 – Jun 2021****The Trusted Lab CBD**

- Worked directly with clients and internal stakeholders to gather design needs and approve final layouts
- Created packaging, banners, promotional artwork, and product mockups for eCommerce, as well as correcting any existing artwork as needed
- Established brand standard gallery, setting visual quality benchmarks for all future designs which was used when training new employees and design interns on design standards, workflows, and software tools
- Provided print-ready files for production and coordinated with vendors for timely delivery

Production Artist**Mar 2018 – Jan 2020****Big Frog Custom Apparel**

- Designed custom graphics and layouts based on client specifications; as well as mockups for customer previews
 - Advised customers on best production process based on, materials, budget, and turnaround time
 - Managed production workflow, inventory, design library, and order schedules as well as booking specialty production if needed
 - Experienced with grand format printing and special event graphics production
-

CREATIVE & THEATRICAL DESIGN EXPERIENCE

Costume Designer**Nov 2013****Mountain View Community College – Theatre****Production of Lysistrata**

- Worked with production staff to define design requirements and meet deadlines
 - Sourced, constructed, and altered costumes to align with creative vision and budget
 - Conducted fittings and coordinated with the director for final approval
-

EDUCATION

Bachelor of Arts in Arts, Technology, and Communication**The University of Texas at Dallas – Graduated June 2019**
