

KARINA RUBIO

Education

Rutgers University-Camden New Jersey

B.A. in Arts with emphasis in Graphic Design 2022

Camden County College

Associate in Applied Science 2019

Experience

La Fitness 2018-2019

Cherryhill, New Jersey

Front Desk Associate / Childcare Attendant
Front Desk Associate managing both receptionist and administrative duties. I have experience in assisting customers and resolve complaints. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Childcare duties when needed by keeping the children safe and secure. Check children in and out of the kid's club using the internet application. Creating a fun and safe environment for kid's club visitors.

CASA-Guadalupe Family Services 2011-2017

Camden, New Jersey

Youth group Leader

Providing guidance to young group members and enforcing rules to maintain discipline.
Youth Group Leader promotes faith, attracts new members, providing individual support to group members and guiding volunteers. A strong sense of community, effective communication, people skills, self-motivation, and the ability to provide service to others.

Freelance 2020

Camden, New Jersey

Working with clients to create a vision, designs, and consistently meeting deadlines and requirements. Creating design materials using Adobe Creative Suite and conceptualizing visuals based on the client's specifications. Using communication and multitasking skills to convey the customer's goals and ideas into the design.

Volunteer Work

Cathedral of the Immaculate Conception 2015

Church volunteer

Helping with training and participating in educating the community about the church's mission. Assisting with organizing fund-raising events to collect funds to help the homeless and the church. Assisting in feeding the homeless by distributing food and necessities.

Volunteers of America 2016

Homeless shelter

Organizing pack meals for the homeless or blessing bags. Delivering food and necessities to the homeless shelters in the community.

CASA-Guadalupe Family Services 2017

Park cleanup

Picking up litter within the community including raking leaves, picking up sticks, mowing grass, planting flowers or plants, repainting buildings. Helping to create a clean environment by gathering trash in the community.

Holy Name School 2017

After school tutoring

Assisting young students with their homework, as well as becoming role models to the children. Tutoring elementary students with Math and Reading.

Awards and Achievements

Rutgers University-Camden New Jersey

Dean's list 2019-2020

Skills

Photoshop
Illustrator
Indesign
After Effects
Adobe XD
Lightroom Classic
Microsoft office (Word, PowerPoint)
Bilingual Spanish / English

Hobbies and interests

Painting
Photography
Sketching
Music