

Jonathan Oro
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Objective : To enhance my Graphic Design Skills and Abilities

Professional Experience:
[4 Over Inc.]
Order Processing Trainer, February 2006 till present

- Work with a team to handle incoming orders
- Train new hires for processing
- Managed VIP clients
- Create Monthly reports
- Team Leader/Assistant Supervisor

[Sublimation Factory]
Graphic Artist, June 2005- February 2006

- Color and layout t-shirt designs
- Layout out the art work on the shirts
- Print the shirts on the sublimation printer
- Maintained supplies
- Work side by side with the main designer

[Office Depot]
Copy and Print Specialist, April 2004-April 2005

- Create Visuals and Bulletins
- Prepare the art work for the customer
- Professional book binding
- Offer professional paper cutting and binding
- Produce custom stamps, business cards and letterheads

Personal Experience:
[May 1999-present]

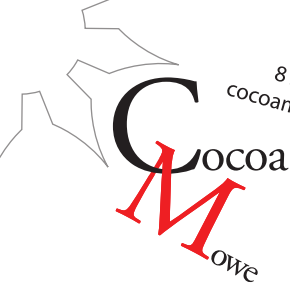
Freelance work

- Designed flyers for a local church events
- Designed business cards for small businesses
- Created layouts for clients
- Restored photos
- Poster layouts

Education:

- Los Angeles Valley College (July 2002 - December 2004)
- Westwood College of Technology, Los Angeles (March 2005 - March 2008)

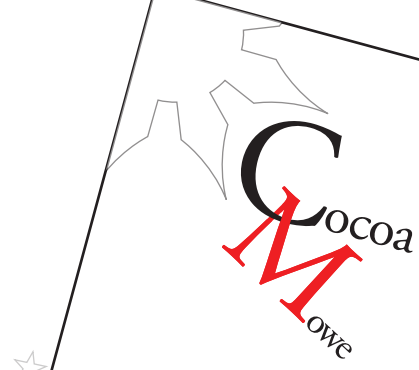
Computer Skills:
Adobe Photoshop, Adobe Illustrator, Adobe In-Design, Flash, Dreamweaver, Quark Express, Microsoft Word, Microsoft Excel, Microsoft Powerpoint

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Contract of Agreement for CocoaMowe [CM]

Client/Company name
Contact Info
Name _____
Company Name _____
Phone _____
Email _____
Address _____

Project Description
-What medium is going to be used?
-What is the look and feel of this project?
-What is the purpose for project?


Final Medium(s) :
 Business Cards
 Flyer/Postcards
 Brochures
 Posters
 Booklets
 Stickers
 Stationary

Artwork and materials (choose one)
 Contributor agrees to produce written materials such as text and images, still images, photographs, art, illustrations, artwork
 Partial artwork supplied by client and created and/or modified
 All artwork created by designer

Deadlines and Deliverables
 Initial meeting date:
 Proof Approval date(s):
 Stage 1 Approval:
 Stage 2 Approval:
 Final Approval date:

Rates
The rates are as follows
 Hourly flat rate
 Artwork re-touches

Payment of fees
 % After the initial meeting
 Proof 1:
 Proof 2:
 Proof 3:



Additional proofs:
 Custom-designed artwork
 Materials and supplies purchased for project:
 Hours
 Materials
 Overall cost of project

Billing Expenses
Anything that is purchased will be charged to the client, this is including and not subject to only artwork, art supplies, traveling to places and anything that needs to be purchased to fulfill this project. All receipts will be kept for a full reimbursement after completion of project.

Cancellation and fees
The Client may declare the Cancellation of the assignment for reasons not related to assignment. Regardless of when the project is cancelled, all billable expenses already incurred by CM is liable to pay for shall be paid by the client in full. In the event of cancellation, CM retains ownership of all copyrights and any original artwork.

Rights to artwork
All rights project will be managed by CM until the job is completely paid in full, then the ownership will be transferred to the client. Work for hire. CM is not liable for any lawsuits, copyright infringement laws and hands over all responsibility to the client after full completion of payments.

Terms and Conditions
This Agreement is freely assignable by both parties. At any time this agreement can be canceled only if the signed by the client and CM. Property of CM or its licensors, and are protected by copyright, trademark and other intellectual property laws. If a customer decides to make any further change after the completion of project, then a contract of continuation will be signed and a new hourly rate will apply.

Client _____ date ____/____/____ CM _____ date ____/____/____