

DAMIÉN P GARCÍA

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EXPERIENCE

NEW YORK UNIVERSITY SCHOOL OF LAW & INFORMATION TECHNOLOGY, 10/05 – 09/06

Systems Operations Administrator (Graduate Admissions), Administrative Secretary (Information Technology Services)

- INFORMATION TECHNOLOGY SERVICES: design and develop intranet site (MS FrontPage), build departmental database: ITS Torch; redevelop and design all department administrative forms (fax cover sheets, travel request, laptop/equipment request forms) with Adobe Acrobat Professional; developed digital form submission process
- NYU SCHOOL OF LAW, HAUSER GLOBAL LAW PROGRAM: maintain applicant database, and spreadsheet software applications

ESTÉE LAUDER CORPORATION & MAC COSMETICS INC, 9/03 – 8/05

Administrative Support & Project Coordinator (Internal Short & Long-Term Assignment Staffing Team)

- MAC COSMETICS SALES & RETAIL OPERATIONS: Project Coordinator for the Access Database Initiative at MAC Sales Operations: *MACcess*; design, build and distribute multi-user MS Access database for tracking retail operational data for MAC Stores and employees in North America; write, design, edit and co-produce *MyBOOK* welcome manual for all retail managers in North America; redesign all operations forms; revise, develop new office supply order process systems, retail store forms, purchase guidelines
- MAC COSMETICS HUMAN RESOURCES: Design and distribute employee review database

NBC NEWS NEW YORK & NBC SAN DIEGO, 6/94 – 2/02

News Writer (NBC 7 San Diego), IT Operations Specialist (NBC News New York), Production Assistant (NBC Nightly News)

- NBC 7 NEWS SAN DIEGO: Write, edit and research 5 to 10 daily news scripts, teleprompter, IT and production operations responsibilities
- NBC NEWS IT NEW YORK: Mobile computing manager, manage laptop imaging, rollout, training, support and database tracking of 250 IBM ThinkPads for 2000 Olympics and Elections coverage; Democratic & Republican National Conventions: 1996 and 2000, San Diego and Chicago, Philadelphia and Los Angeles
- NBC NEWS PC Initiative: Assist with Rollout of 2,000 Hewlett Packard PC's to NBC News division worldwide
- NBC NIGHTLY NEWS WITH TOM BROKAW: Assist production staff of 30 in news-room, studio, control room; meetings, script, graphics and tape distribution for Weekend Nightly News
- KNSD NEWS SAN DIEGO: "NBC Listens" public relations outreach program intern, Multi-Cultural Journalism Workshop participant, Co-anchor of half-hour teen-produced news broadcast

EDUCATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT, SUMMER 2007

Tri-Certificate Program, Interactive Media Certificate Program (IMCP) – Print, Interactive Media, Web

- Volunteer graphic design and print services to San Diego LGBT Community Cyber Center
- After Effects (digital animation), Flash, Dreamweaver, Sony Acid (digital audio enhancement and film/TV sound effect), Final Cut Pro, Soundtrack Pro (digital audio), Garage Band, Motion, Swift 3D, Illustrator, Photoshop, InDesign, Acrobat Professional

NEW YORK UNIVERSITY, SPRING 2001

BA, Cum Laude Honor Graduate – Gallatin School Individualized Study: Communication & Social Justice

- Honor Graduate, Deans List and Honor Society Member, 3.67 GPA
- Inter-Residence Hall Council Representative and Conference
- Loyola University Martin Luther King, Jr Speech Competition and Scholarship Winner

SKILLS COURSES & ACTIVITIES

SOFTWARE PROFICIENCY

Microsoft Office: Access, FrontPage, Publisher, Word, Outlook, Excel, PowerPoint	Microsoft Expression Web
Adobe CS2/3: Photoshop, Illustrator, InDesign, Acrobat Professional, After Effects, Premier, Flash, Dreamweaver, Fireworks	Other: Final Cut Pro, Soundtrack Pro, Motion, Garage Band, Sony Acid Pro, Microsoft Expression Web, DVD Studio Pro, Roxio My DVD Studio Premier
CSS, Spry/Ajax, RSS	Type Speed: 75 WPM

COURSES & SEMINARS

MS Access Database	Public Speaking
Journalism (6 semesters)	Interactive Media (two semester)
Project Management (NBC-GE)	English for Business (2 semesters)
Foreign Visions of America	Labor & Working in America
Photography	Communication Practices & Processes
Web Design (IMCP)	Intensive Writing (2 semesters)
Multimedia (IMCP)	Print Design (IMCP)

SENIOR VOLUNTEER

- 2006 GLAAD Media Awards New York (table host, responsible for collection of \$10,000 fundraiser)
- 2005 GLAAD Media Awards New York (celebrity escort Team Leader)
- 2004 GLAAD Media Awards New York (crowd-flow/security Team Leader)
- GLAAD at Long Beach Pride, 2002
- 2002 GLAAD Media Awards Los Angeles (crowd-flow/security Team Leader)

WEBSITES

- Damien Garcia Design: www.damiengarciadesign.com
- Scripps Ranch Gymnastics: www.scrippsranchgymnastics.com
- Astient Entertainment: www.astient.com
- Jose Maria Designs: www.josemariadesigns.com (under construction)
- Katie and Colin: www.katieandcolin.net or www.katieandcolinpainter.com
- Alicia and Bryant: www.damiengarciadesign.com/wedding
- Other Productions: soon to be www.otherproductions.com (under construction)
- Anthony Garcia Flamenco Guitarist: www.damiengarciadesign.com/agarciaguitar (under construction)
- Farmer Insurance Agency: www.damiengarciadesign.com/insurance

REFERENCES

Available Upon Request