

Michael Ortiz de Villate

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PORTFOLIO

<http://mortizdv.wixsite.com/modvdesign>

ABOUT ME

I am young graduate with experience in customer service, social media, management & graphic design. I'm always looking to learn from my peers and seeking my next challenge.

LANGUAGE

Spanish

SKILLS

Mac & PC platforms
Illustrator
InDesign
Photoshop
iMovie
PremierPro
Dreamweaver
Hootsuite
Buffer
Microsoft Office
Google Docs
WordPress
Wix
Photography

EDUCATION

University of Florida | May 2016

Bachelor of Science in Advertising & Minor in Studio art

WORK

Promotions Assistant

iHeartMedia, Maitland, FL | August 2016 - Present

- Increased website views by personally engaging with our listeners at remotes
- Managed website by creating contests, events and updating our gallery
- Assisted Promotions managers with administrative tasks
- Took photographs at our many events while scheduling and posting on social media

Communication Intern

Central Florida Community Action Agency, Gainesville, FL | January 2016 - April 2016

- Managed and updated website using Dreamweaver
- Designed flyers, ID badges and other marketing materials with Photoshop, Indesign and Illustrator
- Researched and developed comprehensive budget lists

Marketing Intern

Holbrook Travel, Gainesville, FL | January 2016 - April 2016

- Revised itineraries, brochures and field guides updating info and fixing grammatical errors
- Brainstormed ideas for blog posts and press releases
- Used excel to compile and update client contact info

Graphic Design Intern

Warrington College of Business, Gainesville, FL | January 2015 - May 2015

- Developed print material using Adobe InDesign Software
- Shadowed creative director and helped with design work for large events
- Drafted and finalized multiple marketing print materials for departmental personnel

Social Media/PR Intern

Patterson/Bach Communications, Maitland, FL | May 2014 - July 2014

- Wrote articles for a newsletter and wrote marquees for a bank
- Used Excel spreadsheet to record contestant data
- Proofread and composed research for various articles

LEADERSHIP ROLES

PR Director

UF Ad Society, University of Florida, Gainesville, FL

- Managed Ad Society's Facebook, Twitter and Instagram accounts
- Used Hootsuite or Buffer schedule posts to promote bi-weekly meetings, monthly socials and more hosted by Ad Society
- Live tweeted during general body meetings

Team Captain

Greater Gator Conference, University of Florida, Gainesville, FL

- Facilitated exercises to empower students to explore the why in what they do and engage as leaders within the University of Florida community
- Selected out of hundreds to be part of the inaugural team