

POLYANA NIETO
(347) 208-7629 / ecosightsdesigner@gmail.com

PERSONAL GOAL: To obtain a position where I may continue to professionally contribute my fund of combined creative and administrative, multi-tasking solution focused skills.

PROFESSIONAL HISTORY

2016 – Present HOME DEPOT / BRONX & NEW ROCHELLE, NY

Merchandising Execution Associate (MEA)

- * In-store product merchandiser ensuring shelf organization and bay planogram integrity.
- * Driving sales by ensuring products are stocked, packing down from overhead as needed.
- * Maintaining product displays and POP signage.
- * Customer focused service on sales floor.
- * BIT pricing (replacing emergency price changes storewide, SKU counts & sequencing).

Season 2015 SPIRIT HALLOWEEN / MIDDLETOWN, NY

Seasonal Sales Store Associate (Halloween)

- * Worked as sales floor associate, replenished and reorganized products on shelves.
- * Assisted customers in creating their “Halloween look” & party décor ideas, demonstrated animatronic merchandise.
- * Supervised multiple dressing rooms, assisted customers with their costume sizing.
- * Assisted inventory company conduct our store’s inventory, prepping for off-season storage.
- * At end of season, helped management “break down store” (repacked store fixtures and remaining products to load onto trucks for off-location storage).

1999 – 2014 KATZ MEDIA GROUP / NEW YORK, NY

Staff Designer

- * Initially hired as Administrative/Production Assistant and promoted to Staff Designer.
- * Collaborated with Creative Director and fellow Graphic Designers on print & digital design concepts both individually and as a team.
- * Created corporate advertising materials from comprehensive stage to final execution.
- * Cross platform proficient (MAC & PC) utilizing Creative Suite graphic software.
- * Coordinated pre-press and print production phases both in-house and externally with printing service bureaus, paper/supply vendors.
- * Part of the design team instrumental in increased fundraising success of The Broadcaster’s Foundation of America. Revitalized their corporate identity and membership campaign promotional materials.

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EDUCATIONAL HISTORY

1987 – 1991 SCHOOL OF VISUAL ARTS, MEDIA ARTS DEPARTMENT / NEW YORK, NY
Bachelor's Degree in Fine Arts, Graphic Arts Major

PROFESSIONAL SKILLS

MAC / PC PROGRAMS

Microsoft Word, PowerPoint, Filemaker Pro, Outlook and Excel.

Creative Suite 6 Art Programs: Adobe Photoshop, Illustrator, InDesign, Quark Express, Bridge, Font Manager, Adobe Acrobat Pro.

GRAPHIC DESIGN

Corporate Identity, Event program books, Direct mail brochures, Postcards, Editorial layout, Ads, Newsletters, Logos, Invites, Hyperlinked Digital E-vites, Website banner ads, Marketing promo, Posters, Quarterly reports, Power-point presentations, Templates, Photo retouching, 3D/Packaging, Marker comps, Print mockups, Paste-up/Mechanical, Posters.

FINE ARTS

Painting (Acrylic, Oil, Watercolor), Sculpture (Soap Rock, Plaster & Clay), Fondant Cake & Edible character decorator, Illustration (Oil and Chalk Pastel, Colored pencil, Marker), Photography, Silkscreen.

ADMINISTRATIVE

Basic clerical skills as fielding calls, email correspondence, invoice log maintenance, filing, scheduling, supply ordering. Uploading FTP Digital files/Print bureaus, online stock image research, stock inventory, obtaining price quotes.

RETAIL

Barrymore Electric Ladder certified. Kronos program. First phone utilization.

LANGUAGES: Fluent in both English and Spanish

References available upon request