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Santa Clara, CA

# ABEGAIL CAPARAS

GRAPHIC DESIGNER

ABEGAILCAPARAS.COM

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## EDUCATION

**A.S. IN GRAPHIC DESIGN**  
MISSION COLLEGE | SANTA CLARA, CA  
JAN 2020–MAY 2022

**B.A. IN ENGLISH  
MINOR IN COMMUNICATIONS**  
ST. MARY'S COLLEGE OF CA | MORAGA, CA  
AUG 2013–MAY 2017  
DEAN'S LIST FOR 8 SEMESTERS  
GRADUATED MAGNA CUM LAUDE

## RELEVANT COURSEWORK

GRAPHIC DESIGN I  
GRAPHIC DESIGN II  
TYPOGRAPHY  
DESIGN AGENCY & BRANDING

## SKILLS

ADOBE CREATIVE CLOUD  
PROJECT MANAGEMENT  
GOOGLE WORKSPACE

## CERTIFICATIONS

FUNDAMENTALS OF GRAPHIC DESIGN  
COURSERA | OCT 2018

## WORK EXPERIENCE

**GRAPHIC DESIGNER** MAY 2022–PRESENT  
MANPOWER ON-SITE AT GOOGLE | SUNNYVALE, CA

- Illustrate & finalize completed Hazardous Materials Business Plan (HMBP) & Storm Water Inspection maps per Google & local county standards using Adobe Creative Cloud
- Produce presentation decks & creative assets for internal & external distribution which adhere to existing brand guidelines
- Provide ad hoc graphic design support for internal & external department needs

**ENVIRONMENTAL HEALTH & SAFETY TECH LEVEL I & II** AUG 2021–MAY 2022  
MANPOWER ON-SITE AT GOOGLE | SUNNYVALE, CA

- Inspected 100+ Google buildings to ensure compliance with county laws & regulations for the creation of a Hazardous Materials Business Plan (HMBP)
- Identified existing building safety hazards & recommended preventative measures designed to mitigate the risk of a spill or release of hazardous materials
- Trained five EHS Technicians on the HMBP mapping process & building walkthrough workflow

**VENDOR/PROJECT MANAGEMENT LEAD** APR 2018–SEPT 2020  
PRO-UNLIMITED ON-SITE AT FACEBOOK | MOUNTAIN VIEW, CA

- Standardized internal audit workflow to ensure the quality of the data provided by our external vendor resulting in a 20% increase in data quality
- Managed four data labeling projects by providing key deliverables, team expectations, & project timelines
- Supervised weekly business review meetings across three external vendors to ensure compliance with written SLA agreement

**GRAPHIC DESIGNER** AUG 2015–MAY 2017  
INTERCULTURAL CENTER (IC) AT ST. MARY'S COLLEGE OF CA | MORAGA, CA

- Spearheaded multiple design concept meetings to support the needs of department staff, cultural night staff, and other departments across campus
- Designed & updated several IC co-curricular program logos
- Developed marketing assets to promote IC co-curricular programs & partnered with the on-campus print shop to deliver final print assets
- Collaborated regularly with the Social Media Ambassador, student program coordinators, & management

