

# CRISTINA MARIELA PAGÁN SALELLAS

cttw93@gmail.com | (939) 395-0921 | PORTFOLIO: [salellas.com](https://salellas.com)

## OBJECTIVE

I aspire to become a member of a professional work environment that enables me to further my knowledge and skills while allowing me to contribute to the fulfillment of its milestones efficiently.

## EDUCATION

- CUD Start your Business Academy**, Hato Rey, PR September 2019 – January 2020  
**Completed Certification**, Certification about starting your own business in Puerto Rico from Educacion Pyme and Centro Unido de detallistas
- CodeTrotters**, Old San Juan, PR September 2018 – December 2018  
**Completed Certification**, Introduction to Web Development
- Universidad del Sagrado Corazón**, San Juan, PR January 2010 – June 2016  
Bachelor of Arts in Advertising, with a minor in Digital Film Production

## PROFESSIONAL EXPERIENCE

- Freelancer, Salellas Creative Studio** San Juan, PR March 2020 – Present  
Create logos, artwork, and web pages for clients.  
Create artwork and photos for social media posts and marketing campaigns.  
Guide and advise for advertising campaigns and online presence.  
CMPS Designs – Creator of designs & illustrations for different items.
- Administrative Assistant, BioDermal Clinic** Hato Rey, PR May 2017 – Present  
Create and maintain a digital archive.  
Create and maintain a digital registration of customers, promotions, and offers.  
Create artwork for social media posts and marketing campaigns.  
Create and maintain the web page.
- Data Annotator, Image Metrics**, San Juan, PR (remote) January 2022 – May 2023  
Worked as a 3D annotator and data annotator for some projects. April 2024 - May 2024
- Data Entry, AMG V** San Juan, PR October 2019 – April 2021  
Worked on a special project organizing data and creating a digital archive.  
Designed and created icons for web pages.
- Seasonal Crew Member, RST Tours** San Juan, PR November 2018 – February 2020  
Worked in Directional in the Debark process of the Disney Cruise Line.  
Worked in the check-in of the Embark process of the Disney Cruise Line.
- Data Entry at the Department of Payroll, Ranger American** Carolina, PR October 2017 – May 2019  
Receive, register, and assign every official paper from the department.  
Archived documents that are entered through the department.  
Helped with the Payroll entry process.

**Manager, The Zone** *Guaynabo, PR*

November 2013 – June 2014

Create and maintain the web page.

In charge of the web page and social media presence.

Developed periodically customer service, sales, and profit reports, employee scheduling, and payroll.

Assist customers during birthdays, events, and in-store appointments.

Responsible for ensuring positive customer service and satisfaction.

**Production Assistant, One-Link Puerto Rico** *San Juan, PR*

January 2012 – August 2013

Production Assistant of Cable Vision's transmissions of the Legislature at The Capitol of Puerto Rico.

**Store & Events Coordinator, Space Zone Glow Mini Golf** *Guaynabo, PR*

November 2010 – August 2012

Organize and coordinate in-store appointments for special events.

Made sure equipment was accounted for and always organized.

Provide customer assistance during the events to ensure quality service and satisfaction.

**Store Attendant, Game Zone** *Guaynabo, PR*

March 2009 – June 2014

Responsible for customer service and in-store security.

Create periodical sales and profit reports.

Made sure the establishment was clean and organized at all times.

## **Skills**

- Able to work under pressure, assertive, strong ethics, determined, great team player, business oriented
- Outstanding customer service and sales
- Languages: Fluent in English and Spanish, both oral and in writing
- Exceptional organizational and leadership skills
- Basic Knowledge in HTML and CSS
- Software:
  - MS Office
  - Avid Pro Tools
  - Final Cut Pro
  - Blender
  - Shaper 3D
  - Amazon workspace
  - Faceware
  - label studio
  - Adobe Creative Suite
    - Photoshop
    - Illustrator
    - InDesign
    - Premiere
    - Adobe Express

**REFERENCES ARE AVAILABLE UPON REQUEST**