



Elizabeth Aguilar
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PROFILE

As a visual communications specialist I feel it is my duty to communicate not just ideas and concepts, but to evoke feelings and inspiration through beautiful imagery in order to gift a visual perspective. I am a story teller with an affinity for research and education. My life long experiences include theater production, film, event design, graphic design and retail concept development, as well as marketing. I have worked in the medical field and have a strong background in administrative and project management. Together these experiences have created in me a fascination of human connections, diversity, integration of cultures, and consequently led me to have a great passion for collaborative works.

EDUCATION

BACHELOR'S OF SCIENCE: GRAPHIC DESIGN
The Art Institute of California Sacramento

ASSOCIATE OF SCIENCE: GRAPHIC DESIGN
The Art Institute of California Sacramento

EXPERIENCE

2000 - 2003 THEATER PRODUCTIONS
Arsenic and Old Lace
Willy Wonka and The Chocolate Factory
The Boys Next Door
All that Jazz
1940's Radio Hour

2003 SACRAMENTO ELLY AWARD
Best Supporting Actress

2006 SACRAMENTO Improv Comedy Troupe

2005-2010 STUDENT FILM PRODUCTIONS
Set Design, Costume design, Creative Director, Casting Director, Acting Coach

2012 FASHION PHOTOGRAPHY
COLLABORATIVE *San Francisco*

2016 SACRAMENTO AD CLUB
Non Profit Graphic Designer

Chosen to be a part of a non profit design group for local non profit businesses. Met with Sacramento AD Club group, and with a collaborative effort designed small design deliverables through consultation and on a case by case basis.

DESIGN

THE OFFICE OF CONGRESSMAN
KEVIN MCCARTY
Freelance Graphic Designer

Designed a logo and event deliverables including promotional material and event brochure for Hunger and Homelessness Community Awards. Worked within required guidelines, provided various design submissions based on office insights. Maintained constant communication and completed all deliverables within deadline.

UNSEEN HEROES
Intern

Worked closely with Art Director, collaborating on marketing collateral, concept design for large corporate events and company projects. Developed graphics for social media and print needs.

In-House Graphic Designer & Project Manager
Designed all in house needs including client marketing designs for print and publication as well as social media. Lead event project planning and management, as well as developed space planning and event deliverables based on client branding. Provided quality photography

with professional editing for design needs and deliverables including print and video advertisements and marketing. Managed graphic design projects across platforms and departments. Developed professional relationships with clients and community organizers.

DISPLAY: California

Project Manager

Creative director and Designer for a rotating Retail concept based on seasonal themes. Lead Research and development for retail concepts. Researched and connected with up and coming local, hand crafted, designer brands for each design. Developed store design, layout, merchandise, branding, and marketing. Planned and coordinated in store concept events and maintained Professional communication with all vendors and sponsors.

OFFICIAL CROWN OF LAUREL

Freelance Graphic Designer

With the assistance of the marketing department, designed a collection of trade-show Advertisements that included web banners, mailers and social media graphics. Using current brand guidelines, photography and experimental typography developed a bold aesthetic, consistent throughout all formats.

NEVER TOUCH ME LA CLOTHING

Freelance Graphic Designer

Rendered rough hand drawn illustrations, produced design concepts for T-shirt design while adhering to all requirements. Designed and produced tech packs for printing purposes.

NAMASTE AF

Freelance Graphic Designer

Rendered rough hand drawn illustrations, produced design concepts for T-shirt design while adhering to all requirements. Designed and produced tech packs for printing purposes.

MEDICAL

Diagnostic Radiological Imaging

Patient Liaison/ Administrative/ Billing

Greeted all incoming patients and visitors. Served as a liaison as well as a Spanish patient translator between the physician and patients on the phone and during procedures. Regis-

tered patients and performed insurance verifications and authorizations. Answered phones, scheduled appointments, and necessary follow ups. Answered Patient questions and concerns pertaining to exams. Coordinated with staff for timely care. Assisted Medical Records, front desk administration and other departments as needed. Placed follow up calls on missed or pending appointments. Assisted and multi-tasked multiple projects as needed.

Kids Care Dental

Front Desk Administrative

Provided quality customer service at all dental offices and call centers in the greater Sacramento area. Greeted and checked in all patients. Verified insurance eligibility and benefits, and requested insurance authorizations and referrals. Scheduled routine, treatment, and past due appointments, reviewed dental clinical notes and presented all patients with appropriate treatment plans. Collected on all current and past due balances. Entered all new patient information and medical correspondences received. Created new patient charts, filed answered all incoming calls. Prepared patient route slips for next day appointments, restocked office supplies and completed daily routine office maintenance.

Medical Professionals Temporary Agency

CHW: Medical Billing Patient Liaison

Under the Supervision of management, provided timely and efficient follow up for all past due billing claims. Reviewed patient accounts and previous notes, solved problematic accounts while notating updated information. Responded to Inquiries and correspondence related to past due accounts. Worked with CHW staff for proper billing and collection procedures. Ordered medical records, and submitted petitions when necessary. Researched medical conditions, coding and requested corrected invoices and re-bills.