

# Danilo Trindade

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## EDUCATION

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**Montclair State University** - B.F.A. in Graphic Design | **Montclair, NJ**

## SKILLS

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### Design and Multimedia:

- Adobe Creative Suite: Photoshop, Illustrator, InDesign
- HTML and CSS
- PowerPoint Design
- Social Media content creation and management
- Print production and branding

### Logistics & Operations:

- Sorting systems
- Pallet jacks and hand trucks
- Packaging and labeling
- Hazardous material handling
- Quality Control Procedures

### Language Skills:

- Fluent in Portuguese, Spanish, and English

## EXPERIENCE

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**UPS** - *Logistics Assistant* | Parsippany, NJ

Nov 2023 to Present

- Managed inventory to ensure accurate counts and efficient stock organization, while also maintaining a clean and structured workspace.
- Operated forklifts and pallet jacks safely in order to arrange and organize products for loading.
- Processed an average of 500 packages per hour, increased the sorting speed by 15% and reduced transit times for 90% of shipments.
- Implemented a new scanning procedure, which reduced package misplacement and improved accuracy.
- Collaborated with a team of 4-6 coworkers during peak holiday seasons, ensuring timely processing of over 10,000 packages daily with zero delays.

**JSM Construction Dev.** - *Foreman Assistant* | North Bergen, NJ

Apr 2021 to Jul 2023

- Supervised small teams to ensure timely and efficient task completion
- Conducted daily briefings to outline job responsibilities and delegate tasks effectively.
- Inspected and maintained job equipment daily, identifying and addressing maintenance needs.
- Ensured strict adherence to federal and company safety regulations to uphold high safety standards at all job sites.
- Planned and assigned work to other employees in order to align with project timelines and production goals.
- Provided on-site support, troubleshooting issues, and both assisted and performed various project-related duties.
- Oversaw the maintenance of tools and equipment while ensuring the cleanliness and organization of construction sites.

**TBWA Worldwide** - *Production Artist* | New York City, NY

Mar 2020 to Apr 2021

- Executed precise mechanical production work while developing original designs.
- Created marketing materials for both large and small-scale campaigns, ensuring client satisfaction.
- Thrived in a fast-paced, high-priority environment to meet strict production deadlines.
- Collaborated with production artists and graphic designers to maintain brand identity while meeting project timelines.
- Used experience in designing consumer product packaging, banners, visual aids, and booth displays to enhance brand presence.

## EXPERIENCE

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**Wyndham Destinations** - *Graphic Designer* | Parsippany, NJ

Aug 2016 to Feb 2020

- Conceptualized and executed new branding for two large-scale training initiatives: the Hospitality Program and WHG Housekeepers Week, ensuring cohesive visual identity across all Wyndham Hotel Group properties. This included the designing of brand banners, digital marketing, promotional items, presentation templates, and signage.
- Developed and established brand identity guidelines for the School of Hospitality Operations (SoHO) to ensure all visual elements were used appropriately in training materials.
- Revamped visual components for WHG Housekeepers Week, an international initiative celebrating housekeepers across Wyndham properties.
- Managed multiple ad-hoc projects under tight deadlines for internal and external team members.
- Collaborated with team members to manage deadlines and graphic assets for various projects.
- Produced and edited video content to enhance classroom learning environments, improving engagement and information retention.
- Ensured all marketing campaign materials adhered to brand guidelines while maintaining a balance between creativity and consistency.
- Worked efficiently with other designers to manage deadlines, oversee graphic assets, and execute multiple projects simultaneously.
- Prioritized tasks effectively, distinguishing between high and low priority projects to maintain efficient workflow.