

Brigitte Ugarte

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Work Experience

GRAPHIC DESIGN INTERN APR. 2021 – PRESENT
The Bronx River Art Center, Bronx, NY

- Created and developed layout templates for a non-profit organization promoting art exhibitions and programs for youths and adults
- Redesigned the desktop website and developed wireframes and clickable prototypes to improve the class sign up features.
- Answered multi-line phone system and responded to visitor inquiries in Spanish and English regarding family payment packages and COVID-19 policies.

SALES ASSOCIATE JUN. 2021 – FEB. 2022
Paper Source, New York, NY

- Ensured a friendly neighborhood shopping experience by initiating conversations with customers and remembering names.
- Increased email registration by 10% upon first month of work.
- Aided Spanish-speaking customers, increasing loyalty to the store.
- Trained 4 new seasonal sales associates in customer service and best practices for inventory.

INCLUSIVE DESIGN INTERN JUN. 2020 – AUG. 2020
The National Air and Space Museum, Washington, D.C

- Prepared accessible content (e.g. descriptions and closed captions) for audiences with blind/low vision and deaf/low hearing.
- Scheduled Teams meetings with digital experience team members to discuss research findings related to alternative text for third party platforms including YouTube, Instagram, and Twitter.
- Indexed and organized revised image descriptions for the Museum's online databases using Excel.

COLLEGE MENTOR JUN. 2018 – AUG. 2018
Studio In A School, New York, NY

- Acted as a liaison between program coordinators, interns, and summer camp administrators
- Mentored and supervised 9 teen art instructor interns, demonstrating arts and crafts lesson plans designed for elementary school students.
- Wrote weekly and daily site reports detailing inventory and processed orders for missing art supplies.
- Led a college application talk series and delivered a presentation on resources for affordable travel and out-of-state-college experiences.

Education

PARSONS SCHOOL OF DESIGN
AUG. 2019 – MAY 2022 GPA: 3.94
Communication Design & History

CALIFORNIA INSTITUTE OF THE ARTS
SEPT. 2017 – MAY 2019 GPA: 3.91
Fine Art & Digital Arts

Awards

2019 – PRESENT Dean's List
2019 Interdisciplinary
Project Grant Recipient

Skills

Administrative Experience
Visual Merchandising
Spreadsheet Management
Able to negotiate skillfully
Branding
Illustration
Digital Photography & Editing
Video Editing
Print Design

Languages

Intermediate Level Spanish

Tools

MS Office
G Suite
Adobe Suite
Figma
Canva
Slack