

LOUZOLO LOUIS GANGA

703 Kersey Road - Silver Spring, MD 20902 - (301) 385-0479 - Louz@clovistudios.com

EMPLOYMENT

CVS|CAREMARK RX ROCKVILLE MD

PROGRAM SPECIALIST/ MARKETING ASSISTANT OCTOBER 2004 - PRESENT
PROGRAM SPECIALIST

- ENSURE COMMUNICATIONS (LIAISON) BETWEEN MD OFFICES, PATIENTS, AND INSURANCE COMPANIES IN MATTER OF PRESCRIPTIONS AND INSURANCE PROCESSING.
- PROCESS WEB ORDERS AND ASSISTS PHYSICIANS WITH THE ONLINE SUPPORT CENTER
- TRAIN NEW STAFF FOR THE DISTRIBUTION DEPARTMENT
- RESEARCH COVERAGE FOR PRESCRIPTION PRODUCTS THROUGH INSURANCE INQUIRIES
- WRITE DAILY STATUS REPORTS USING MS WORD AND MS EXCEL

ASSISTANT GRAPHIC DESIGNER

- CREATE NEW MARKETING MATERIAL SUCH AS PAMPHLETS, WELCOME POSTERS, AND INFORMATION BOOKLETS FOR NEW AND EXISTING PROGRAMS
- CREATE WEB TEMPLATES FOR NEW POTENTIAL CLIENTS
- CREATE AND UPDATE ORDER AND PRESCRIPTION FORMS FOR EXISTING USING PARENT BRANDING FROM THE MANUFACTURER
- CREATED SALES, AND WEB SEMINAR PRESENTATION TEMPLATE FOR POWERPOINT PRESENTATION
- UPDATING EXISTING LOGOS USING ILLUSTRATOR AND PHOTOSHOP CS4

EDUCATION & TRAINING

BACHELOR OF ARTS, IMAGING AND DIGITAL ANIMATION, DECEMBER 2003
UNIVERSITY OF MARYLAND BALTIMORE COUNTY, BALTIMORE MD

EXPERIENCE

HTML/ XHTML / CSS
DOCUMENT LAYOUT/ CONSTRUCTION
WEB DESIGN PRINCIPLES
PAGE SET-UP
SCANNING/PHOTO MANIPULATION
IMAGE OPTIMIZATION
TEXT & FONT MANAGEMENT
FORMS/TABLE/FRAMES
COLOR THEORY
ORIGINAL SKETCHES
AUTO TRACING OF DRAWINGS
PORTFOLIO OF SAMPLES: AVAILABLE UPON REQUEST

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FREELANCE

OMPE (OPEN MINDED PEOPLE EXCLUSIVELY).

WEB MASTER AND MARKETING ASSISTANT - MARCH 2006 - PRESENT

- MANAGE WEBSITE
- RESPONSIBLE FOR DESIGNING, T-SHIRT CONCEPTS, PRICE TAG, CATALOGUES AND BUSINESS CARDS.
- CREATE ALL MARKETING PRODUCTS SUCH AS BROCHURES, AND POSTER
- POST A MONTHLY NEWSLETTER
- MANAGE THE WEBSITE AND UPDATE THE TEMPLATES EVERY SEASON, FALL, WINTER, SPRING, AND SUMMER

PBI FURNITURE.

WEB MASTER - DECEMBER 2007 - PRESENT

- MANAGE THE WEBSITE
- KEEP LINKS WEB PAGES UPDATED
- DEAL WITH WEB DESIGN AND WEB CREATIVE DESIGN SOLUTIONS

ACP (ACTION CONGO-POOL)

WEB MASTER - DECEMBER 2008 - PRESENT

- MANAGE THE WEBSITE
- DEAL WITH WEB DESIGN AND WEB CREATIVE DESIGN SOLUTIONS
- KEEP LINKS WEB PAGES UPDATED