



# Alyssa Tregembo

Graphic Designer

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## Experience

### Associated Students Incorporated, Sacramento State

August 2024–Present

#### Graphic Designer

- Design and produce various marketing materials including social media, print materials, and merchandise following the department style guide
- Plan and implement print layouts for multi-page publications, integrated marketing campaigns, and individual collateral pieces
- Communicate with clients via Basecamp software to understand vision
- Ensure deadlines are met and all projects are seen through to completion
- Assist in the implementation of designs for online distribution
- Maintain archives of individual projects, drafts, and final proofs
- Perform other duties outside of design, including tabling at events and assisting with printing, cutting, laminating, and mounting print collateral
- Work in a collaborative environment maintaining working relationships with professional career staff and meet deadlines for all projects

### GRIDS Graphic Design Club, Sacramento State

August 2024–Present

#### Secretary/Treasurer

- Work with a team to coordinate meetings and events
- Analyze attendance to better plan future meetings
- Take effective notes and deliver them to other team members in a timely manner

### The Parlay Literary Magazine

January 2022–May 2023

#### Website Lead Developer, Social Media Manager, Marketing Staff

- Design and maintain a website to display art and literature pieces from the magazine, fundraising information, and general information about the magazine and staff
- Develop a social media presence for the magazine
- Design promotional materials including social media and print materials that follow the magazine's current theme
- Design a logo for the magazine to use across mediums
- Ensure deadlines are met for event planning, graphic design, and website publication
- Communicate with local businesses to coordinate fundraising events
- Work within smaller, focused teams as well as with a larger staff to create a cohesive publication
- Photograph staff for online marketing materials

### Freelance

January 2021–January 2022

#### Graphic Designer

- Independently produce marketing materials for social media and print
- Meet deadlines for all projects without management or supervision
- Communicate with clients to understand vision

### Boa Vista Orchards

August 2018–December 2018

#### Cashier, Food Service Staff

- Use communication skills to serve a wide variety of people
- Operate under high pressure conditions with effective time management
- Work with a team to move customers through the purchase to delivery process as quickly as possible

## Education

### California State University, Sacramento

Bachelor of Fine Arts, Graphic Design  
Expected Graduation May 2026

### Folsom Lake Community College

Associate of Arts in Studio Art  
Graduated Fall 2023

## Personal Skills

- Creative, detail-oriented, and well organized
- Thrives in collaborative environments
- Willing to tackle new challenges
- Experience in various artistic mediums including photography, printmaking, painting, drawing, and sculpture

## Technology Skills

Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop  
Basecamp  
Microsoft Word  
Microsoft PowerPoint  
Google Suite