

Contact

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www.linkedin.com/in/
vanessapartida (LinkedIn)
www.VanessaPartida.com
(Portfolio)
www.VPGDesignStudio.com
(Company)
www.VanessaPartidaDesigns.com
(Company)

Top Skills

AutoCAD
Lumion
Revit

Office Administration

3D Rendering
Illustrator
Photoshop
InDesign

Languages

Spanish
English

Vanessa Partida

Vanessa Partida Designs
Palm Desert, California, United
States

Summary

Experienced Graphic/Architectural Designer with a demonstrated history of working in both industries. Skilled in Design, Graphics, Drafting, Logo Design, Advertising, WordPress, and Typography. Strong arts and design professional. Now working towards a Bachelor of Architecture - BArch focused in Architecture from College of the Desert.

Experience

VPG Design Studio

Founder

January 2024 - Present (1 year 4 months)

La Quinta, California, United States

We provide design, drafting services, print marketing materials, screen printing, and promotional products for businesses. www.vpgdesignstudio.com

Javier Segura Design

1 years

April 2024 - April 2025

Rancho Mirage California, United States

Drafting floor plans and elevations based on sketches or other direction as provided by Javier, developing and drafting construction details, research and sourcing architectural materials.

Graphic Design services - Help with presentation for interior design projects.
Office Administrator - Ensured the smooth and efficient operation of an office by managing essential administrative functions

April 2024 - 2025

Rancho Mirage, California

Big Wood Builders (Construction Company)

Office Administrator/Drafter

August 2021 - January 2025 (3 years 6 months)

Palm Desert, California, United States

Office administration.

Construction Management.

Design & Drafting Services.

Contract Management:

Overseeing and administering contracts with contractors, subcontractors, and suppliers.

Documentation:

Creating, managing, and maintaining project documentation, including bid packages, change orders, and project closeout documents.

Financial Tracking:

Monitoring project budgets, payments, and draws, and ensuring compliance with payment terms.

Change Order Management:

Handling and documenting change orders, ensuring proper approvals and communication.

Stakeholder Communication:

Serving as a liaison between the owner, contractor, and other stakeholders, ensuring clear communication and coordination.

Risk Management:

Identifying and mitigating potential project risks, such as those related to contract terms, regulations, or delays.

Building Code Compliance:

Ensuring that the project adheres to all applicable building codes and regulations.

Project Scheduling:

Assisting with the development and maintenance of project schedules, and tracking progress.

Quality Control:

Ensuring that the project meets quality standards, often through reviewing submittals and inspection reports.

Project Closeout:

Overseeing the final steps of a project, including ensuring all documentation is provided to the client and warranties are in place.

VanessaPartida.com

Independent Graphic Designer

April 2008 - Present (17 years 1 month)

La Quinta, CA

- Responsible for all stages of production; from conceptualization, design, to print production.
- Created over 100 templates ranging from postcards and brochures, to flyers, to meet clients print marketing needs.

La Quinta, CA

The Yeoman Group

Freelance Graphic Designer/Assistant

2008 - 2010 (2 years)

Indian Wells, CA

Coldwell Banker

My responsibilities included: Updating The Yeoman's Group Websites/Office assistant

Michael Weems Co.

Freelance Graphic Designer

2006 - 2010 (4 years)

Palm Springs, CA

In charge for setting up and print Michael Weems designs.

Screenland Graphics

Graphic Designer

April 2006 - 2008 (2 years)

Palm Desert, CA

Art Director and Graphic Designer at Screenland Graphics Company.

Responsible for all stages of production; from conceptualization, design, to print production.

Education

College of the Desert

Associates and Transfer Degree in Architecture (2017-2020)

Working towards my Bachelor of Architecture -

BArch, Architecture

College of the Desert

Associate Degree in Digital Design & Production · (2001 - 2004)