



# Liz Bagala

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## Education

### **Bachelor of Fine Arts, Graphic Design**

Academy of Art University  
2023

### **Craig Frazier Mentorship**

Weekly critique & education  
2022–present

### **Certification in Visual Design**

General Assembly  
2017

### **Associates in Arts, Liberal Arts**

City College of San Francisco  
2012

## Software

- Adobe Creative Suite
- Figma
- Sketch
- Squarespace
- Digital and film photography
- G Suite
- Microsoft Office
- Zendesk
- Social media
- Expense log and management

## Skills

### **Visual Communication**

- Corporate identity & brand standards
- Packaging
- Typography
- Editorial layout
- Color theory

### **Design Process & Strategy**

- Objective development
- User research
- Competitive analysis
- Design briefs
- Information architecture
- Visual development

### **General**

- Collaboration
- Interpersonal communication
- Writing
- Project management

## Work Experience

### **Client Service Specialist, Sixup Lending, 2019–2020**

- Communicated with students and borrowers via call, text, email, and social media—topics range from prospective clients to technological difficulties to complex case management.
- Manages projects with a company-wide scope, including external company audits and compliance for accepted clients.

### **Executive Assistant, ATEL Capital Group, 2017–2018**

- Primarily assisted the General Counsel: created budget analysis presentations, prepared investor and client paperwork, and arranged conference calls and out-of-office and in person meetings.
- Supported all areas of the company: helped HR with payroll, accounting with commuter check distribution and organization, and various one-off projects.

### **Executive Assistant, Reality San Francisco, 2016–2017**

- Assisted executive team with their daily needs and various projects. Managed their email, meetings, traveling schedule, meetings, planned events, and Sunday service.
- Organized speaker events: acted as point of contact for guest speakers, planned their itinerary, accommodations, meetings, etc.

### **CMA Coordinator, McGuire Real Estate, 2015–2016**

- Compiled Comparative Market Analysis research for interested buyers that included current market trends, structure information, and neighborhood statistics.
- Worked closely with agents, staff, upper management and CEO to ensure day-to-day tasks and responsibilities were completed.