

# Andrew Baldoza

Graphic Designer/Illustrator  
415.960.4061 [abaldoza87@gmail.com](mailto:abaldoza87@gmail.com)

[abaldoza87.wixsite.com/aydo](http://abaldoza87.wixsite.com/aydo)

## EDUCATION:

ACADEMY OF ART UNIVERSITY – San Francisco, CA BFA  
ILLUSTRATION/GRAPHIC DESIGN 2010

I'm professionally trained in fine art, interior architecture/design, model building, drafting, illustration, graphic design, print/design process & production, and artwork matting & handling.

Though I'm an artist at heart, my journey through so many different industries has prepared me to face various types of problems with the insight to be able to come up with creative solutions.

## EXPERIENCE:

### DRAFTSMAN

2020 – Present

OPEN HOUSE DRAFTING – San Francisco, CA

\*Autodesk AutoCAD (Mac and PC Versions)

- On site floorplan drafting services. (Real Estate and Architectural Documents)
- Created site plans integrating relevant parcel data with on-site references.
- Cleaned up files to become presentable marketing materials for our clients.
- Our clients include some of the top-ranking agents in the Bay Area.

### FIELD TECHNICIAN II

2017 – 2020

CHARTER COMMUNICATIONS/SPECTRUM – Los Angeles, CA

\*JDSU/DSAM Meter systems, Techmobile, RIO/Unified/SCORE (VPN)

- Installed and troubleshoot communication services: internet/WiFi, VOIP, and video.
- Maintained an accurate inventory of equipment and installation materials.
- Created reports for weekly Tech Ops meetings regarding relevant issues within plant.
- Communicated with dispatch to ensure productive routes.

### ASSISTANT GRAPHIC DESIGNER

2003 – 2017

NEWSKOOL/NATE1DESIGN – San Francisco, CA

\*Adobe Creative Suite, Quickbooks, MS Office

- Designed mostly print media for use on clothing/accessories and various projects.
- Worked for in house clothing line NewSkool, as well as freelance clients.
- Developed graphics with SR Designer from concept through post production.
- Photographed and edited products for print and web use.
- Created invoices for customers and packed/shipped orders.

**FRONT DESK MANAGER**

2015 – 2016

TITAN MANAGEMENT GROUP – San Francisco, CA

\*Truvision, DNAFusion, Buildinglink, MS Office

- Managed access needs for all residents and visitors.
- Handled/distributed packages and deliveries.
- Directly involved with HOA BoD to host events with local vendors
- Coordinated projects with property mgmt, building maintenance, and contractors.
- Fridays were spent at our mgmt office as an admin assistant.

**OPERATIONS SUPERVISOR**

2013 – 2015

GHIRARDELLI CHOCOLATE CO. – San Francisco, CA

\*Micros systems, MS Office, Hotschedules

- Open - close restaurant and retail operations responsibilities, including safekeeping.
- Managed shift schedules, employees, and breaks.
- Coordinated with corporate/marketing to keep displays current to monthly rollouts.
- Placed, received, and restocked supply orders through vendors daily.

**STORE MANAGER**

2011 – 2013

FIRST AMENDMENT GALLERY – San Francisco, CA

\*Volusion ecommerce management, product R&D, sales forecasting

- Maintained inventory, shipping/processing/receiving, and restocking.
- Customer service and sales including register and safekeeping responsibilities.
- Art handling/event prep coordination. Also assisted with classes/workshops.
- Became knowledgeable of each artist and their exhibitions in prep for each show.
- Fulfilled online orders during downtime of normal store operations.