



## ANDRES BOHORQUEZ

andres@bohorquez.org / 1.917.488.1626  
673 Vanderbilt Ave. Apt 1A, Brooklyn NY 11238  
[www.bohorquez.org](http://www.bohorquez.org)

### PROFESSIONAL PROFILE

Highly skilled in Project Management, Online Development and Branding. In reviews involving my performance I've been considered a skilled project lead and an integral asset in the conception of brand architecture and online ventures.

Efficiently distributing creative and production resources also plays an important part of my responsibilities.

I have developed websites and customized content administrators for different clients in the United States, Latin America and India.

As a manager I have been responsible for the implementation of work methodologies while establishing and maintaining constructive and productive team dynamics.

My client services skills are also an important asset, as I have personally negotiated with and maintained positive relationships with clients.

I focus both my passion and dedication on projects and organizations that leverage design, marketing and advertising to generate positive results.

### EDUCATION

B.A. in Graphic Design / 2003-2007  
Universidad Jorge Tadeo Lozano  
Bogota, Colombia

### LANGUAGES

- Spanish, fluent
- English, fluent

### TECHNICAL SKILLS

- Adobe Creative Suite CS5
- Knowledge of HTML and Programming Languages
- Corel Painter 11
- Microsoft Office Suite 2010

### ADDITIONAL ACTIVITIES

- Photography - Traveling - Scuba Diving

### PROFESSIONAL BACKGROUND

[The Vox Collective](#) / Advertising Agency  
Traffic Coordinator, Management and  
Operations Assistant / 04.2008 - present  
New York City - United States

- Responsible for maintaining agency creative work flow and ensuring proper and timely project completion based on 1.5M+ media plans.
- Assisted in managing inhouse work force and in assigning responsibilities while leveraging outsourced resources for cost optimization.
- Introduced new cost effective vendors in Online, Digital and Copy writing related areas. Contributed at strategy meetings regarding online initiatives and research.
- Led daily and weekly meetings to review project workload and assisted in all accounts meetings with quarterly workflow reports.
- Implemented methodologies in the production department to expedite processes and minimize margin of errors in releases.
- Re-configured, centralized and maintained agency archives to improve communication between teams and to facilitate practical asset access.
- Integrated all agency teams into a single consolidated tracking system.
- Generated reference tool to track and record creative pieces across all accounts.

### INDEPENDENT WORK

[Lifted Image Productions](#) / Video Production House  
Brand Designer - Web Development Manager / 01.2010  
New York City - United States

[Derecktor Shipyards](#) / Naval Ship Builder  
Brand Designer - Project Lead / 08.2009  
New York City - United States

[Fluid - New Media Festival](#) / Arts Non-profit Organization  
Contest Winner - Brand Designer / 06.2009  
New York City - United States