

STEVEN SOETANTO

<https://stevensoetanto.com/>

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EDUCATION

Southern New Hampshire University — Bachelor of Arts in Graphic Design, Anticipated March 2023

GPA – 3.767, President's List, Dean's List

EXPERIENCE

Administrative & Design Assistant — VOXSA Consulting

March 2022 - Present

- Consult with eight new and continuing clients regarding strategic goals and intentions of graphic-driven deliverables, incorporating feedback received during progress meetings, and presenting final product
- Create and design branded content and collateral for internal projects as well as client deliverables
- Design, create, and develop components for websites, both internal and for VOXSA's largest clients, providing regular maintenance and support, such as troubleshooting errors
- Conduct weekly companywide accounting and project management reviews, strictly managing to budget, and providing VOXSA's partners with payroll, invoicing, and other financial outcomes
- Support VOXSA's partners by managing client and contractor interactions, meetings, conferences, business travel, and other administrative tasks

Production Associate — FedEx Office at Las Vegas Convention Center

November 2021 - March 2022

- Leverage Adobe Creative Suite to deliver large format printed marketing collateral for major events and conventions at the Las Vegas Convention Center including Innovating Commerce Service Communities (ICSC) and the Consumer Electronics Show (CES)
- Consult with all clients during pre-production to understand and meet their specific needs and optimize their finished product including making adjustments and edits to the digital materials provided

Spa Receptionist Lead & Front Desk Associate — Caesars Entertainment

May 2018 - November 2021

- Manage and led a team of 27 employees by managing their schedules and handling all related staffing matters to ensure proper coverage and a seamless experience for customers
- Greet 140 spa guests daily by managing their appointments, selling products, and checking schedules
- Review and verify over \$25,000 in service provider commissions per pay period
- Service and maintain the spa facility daily by cleaning, folding towels, and restocking and inventorying supplies

SKILLS

HTML/CSS, Figma, Adobe CC (primarily Illustrator, InDesign, Photoshop), Wordpress/Elementor, GSuite, Microsoft Office, Client Service, Project Management