



Sonia Abad Cano

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## Personal Statement

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I am an organised and responsible person, with the ability to work alone successfully. I enjoy being creative and working with people to generate ideas. My colleagues find me friendly, cheerful and easygoing. I am a quick learner and I like to train others. I returned to Cambodia to live in 2011 after previous visits, and I enjoy the arts scene in Phnom Penh. I am continuing my English studies and I like reading and yoga.

## Education and Qualifications

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1999 - 2003	<b>TÉCNICO SUPERIOR EN GRÀFICA PUBLICITARIA MULTIMEDIA</b> (Higher Technical qualification in Graphic Design, Advertising & Multimedia) Escola d'Art Josep Serra i Abella · Barcelona
1985 - 1990	<b>B.U.P. - C.O.U. (Higher level secondary school qualifications)</b> I.B. El Cairat de Esparreguera · Barcelona

## Specialist Courses and Updates

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2008	<b>AUTOCAD Design and Modification of Plans 2D &amp; 3D</b> BP Sistems, Terrassa, Spain
2007	<b>Photoshop CS – Ceina, Spain</b>
2006	<b>Flash (Level II and Advanced)</b> Fundació Antoni Algueró, Sant Just Desvern, Spain
2005	<b>Microsoft Office, Dreamweaver, Freehand MX – Ceina, Spain</b>
1998 - 1999	<b>Graphic Arts: Desktop Publishing, Typesetting, Colour Processing, Print and Post-Production Assembly</b> Fundació Antoni Algueró, Sant Just Desvern, Spain
1992	<b>Word Processing, Windows, DBaseIII+, Lotus 123</b> Inforas, Olesa de Montserrat, Spain
1991	<b>General Bookkeeping &amp; Accounts</b> Stucom, Barcelona
1989 - 1990	<b>Word Processing, Business Management &amp; Accounts</b> Centre Infòrmatic, Sant Andreu de la Barca
1981 - 1984	<b>Typing - Merçe Galceran, Olesa de Montserrat.</b>

## Languages

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Spanish	Native speaker
Catalan	Native speaker
English	Speaker

## Employment History

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May 2011 – present	<b>Graphic Designer</b>	<b>DABA graphic · Phnom Penh</b>
	<p>My first work was as a photographer retouching for The Act of Seeing (freelance). I now work as a freelance graphic designer with Cambodia based clients. Work to date includes branding, rebranding, brochures, flyers, posters and business advertising materials. Some of those customers include: CIAPP (Kindergarten school), TOP Recruitment, The Latin Quarter, Le Quay Hotel, Spanish NGO's (ASAD and IPADE). On the last months I have been working as a Senior Graphic Designer for Pixels Marketing Agency, and consult regularly with Our Books Illustration and Design.</p>	
May 2009 - Feb. 2011	<b>Manager</b>	<b>DIGIART · Abrera (Barcelona)</b>
	<p>Responsible for managing photographic shop; involved in customer service, printing photographs in small and large format, restoring and retouching old photographs, producing photographic montages and plotters, designing invitations, personalised, cards, business cards and posters.</p>	
Dec. 2008 - Mar. 2009	<b>Volunteer</b>	<b>NACA ORPHANAGE · Phnom Penh</b>
	<p>Voluntary worker at an orphanage, creating dossiers and different promotional materials, dealing with visitors to the orphanage and accompanying children on visits.</p>	
Feb. 2007 - Sept. 2008	<b>Graphic Designer</b>	<b>FREELANCE · Barcelona</b>
	<p>Working for own clients creating corporate images, flyers, leaflets, advertising material, posters and signs. Collaborating in the design of web pages, together with an IT programmer. Collaborating with photographic studio, restoring and retouching old photographs, assembling photographic montages and albums, producing plotters and large format images.</p>	
Aug. 2005 - Jan. 2007	<b>Graphic Designer</b>	<b>SPAIS, S.C.P. · Corbera (Barcelona)</b>
	<p>Business venture which makes information guides for towns in the Baix Llobregat area; working as a graphic designer, designing and laying out the guides. Responsible for production of advertising, control of production and coordination with the sales team, as well as diverse tasks for clients, such as creation of corporate images, leaflets and promotional materials.</p>	
Oct. 2003 - Jun. 2004	<b>IT Teacher</b>	<b>INFOBIT · Olesa (Barcelona)</b>
	<p>School of computer science, teaching courses of autolearning to children and adults in Microsoft Office, design and multimedia programs. Created interactive lessons for children with games, exercises and problem solving.</p>	
Oct. 2002 - Jun. 2005	<b>Graphic Designer</b>	<b>INICIATIVES COMERCIALS · Barcelona</b>
	<p>Responsible for the design and layout of two regional magazines, production of advertising and photographic retouching. Creating promotional products for diverse clients of the company, including leaflets, catalogues, calendars and electoral campaign publicity.</p>	

- May 2000 - Sept. 2002      **Principal Admin Officer**      **TCB, S.A. · Barcelona**  
 Based in the maintenance department at the Port terminus in the Port of Barcelona. Tasks included coordination of repairs for machinery breakdowns, tallying container loads, administration of suppliers, management of delivery notes and invoices, filing, answering telephones.
- Mar. 1993 - Oct. 1999      **Administrative Officer**      **LA TORINESE, S.C.P. · Barcelona**  
 Initially working as PA to the Managing Director of this specialist food supply company, then promoted to Administrative Officer for the sales department, coordinating the activities of six field sales representatives, supervising distribution and commissions. Also created company promotional material - dossiers, labels, trade fair promotions and all kinds of advertising for client restaurants.
- Apr. 1992 – Feb. 1993      **Customer Service**      **ARTEL, S.A. · Barcelona**  
 Dealing with customer complaints, filing, data entry and telesales in the sales department of an encyclopedia publishing company.
- Feb. 1991 - Mar. 1992      **Receptionist**      **DOGA, S.A. · Abrera (Barcelona)**  
 Working in the administration department of a car accessories company. Carrying out receptionist's tasks, responsible for switchboard and administration support.
- Feb. 1990 - Jan. 1991      **Administrative Assistant**      **GARGOT, S.A. · Abrera (Barcelona)**  
 Administration for the purchasing department in decorative lighting company. Managing switchboard, filing, management of delivery notes and invoices.

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