



# GABRIEL SANDALO

## Summary

Creative and versatile professional with over 5 years of experience in graphic design, production artistry, and virtual assistance. Proficient in Adobe Creative Suite, including Photoshop, Illustrator, and InDesign, with a proven track record of delivering visually compelling designs for both digital and print media. Skilled in managing multiple projects simultaneously, ensuring timely delivery and adherence to brand guidelines. Experienced in providing administrative support, calendar management, and client communication, contributing to enhanced team efficiency and project coordination.

## Skills

Graphic Design | Color correction | Photo manipulation  
Product Mockups | Infographics | Hero Images | Branding  
Social Media Management | Video Editing

## Tools & Softwares



## Education

Angeles University Foundation 2019  
BS Information Technology | College Graduate

## Design Samples

Scan or click here to access my portfolio!



## Work Experience

### Office Beacon

**Graphic Designer Artist**  
**January 2023 - May 2025**

My responsibility and specialty include real estate image enhancing, vector creation, logo design, and product mockups, ensuring high-quality visuals for various needs. We specialize in proofing and layout design, creating polished and professional materials. Additionally, we offer both alias and anti-alias image enhancing, along with expert photo manipulation, to refine and perfect images with precision.

### Pineapple

**Business Virtual Assistant**  
**January 2021 - November 2022**

- Social Media Manager sending mass tweets for my clients and to her customers
- Events Planner using HubSpot CRM, Google sheets, and Microsoft Applications, and handling Sales calls for Client's customer
- Create event posters for client using Canva and Adobe Photoshop
- Email Marketer sending emails to customers who are subscribed to our upcoming events.
- Social Media Manager creating graphic design posts for my client's clinic Facebook page
- Video Editor using Wondershare Filmora, synthesia.io to create educational and procedure videos for his YouTube channel and clinic office.
- MS team's coordinator and chatbot creator using power virtual agents under MS team, to assist my client's other employees automatically.

### Concentrix Clark

**Technical Support AT&T/Direct TV**  
**2019 - 2020**

- Direct and answer 45+ calls a day, with goals including assisting different kinds of customer under AT&T.
- Assisting, Direct TV customers, including billing explanation, technical issues with devices and different kinds of programming.