

matthieu SOUTELO

Experienced Graphic Designer in Communications

Seven years experienced Graphic Design professional in corporate environment
Successfully worked within several departments such as Communications, Operations,
General Services & Continuous Improvement for a multinational.

Three years of experience in packaging design & structural development.
Project Management: acquisition of a unique Digital Flexo Press and management with
cross-functional teams.

Brand Manager for Eighty8 Grana brand. Responsible for developing strategies to enhance
and communicate brand value and reputation and managing brand cohesion as well as
graphic design development.

Degree & Experience as an Administrative Assistant in early career.

RELATED EXPERIENCE

2021 TO NOW

BRAND MANAGER & SOUND ENGINEER

Eighty8 Grana Records

Web Design
Motion graphics
Identity development and design guidelines
Brand Management
Composition & programming
Vocal & instrument tracking
Website management & update (wix)
Mixing/Mastering
All identity & graphics developed
Videos & promotional animations

2017 TO 2021

GRAPHIC DESIGNER

Philip Morris Products SA
Communications department

Development of various artworks for a fresh identity
Brand management: updates & development of corporate identity
Layout & design of books, brochures, handouts, posters
Communication & promotional design
Quarterly KPI report & presentation to Management
Motion design & animations
Purchase orders & expense claims
Logistics management & negotiations with suppliers
Printing & prototyping

2015 TO 2017

SENIOR TECHNICIAN, PACKAGING DEVELOPMENT

Philip Morris Products SA
Operations department

Packaging & pouch Design
Project Management & presentation to stakeholders
CAD, Creation & adjustment of technical drawings
Study of patents to develop new packaging
Redaction of patents to submit new packaging solutions
Creation of 3D renders & objects
Pre-Press & file preparation for Flexo printing
Purchase orders & expense claims
Prototyping
Graphic design & layout of documents

SPOKEN LANGUAGES

French: native
English: C2
Portuguese: B2
Spanish: A2
German: A1

ACHIEVEMENTS

7000 + hours of graphic
design

Successfully co-created
an independent music
label that today has 30+
members and counting.
As well developed visual
identity and website.

Price negotiating with
suppliers allowed my
previous team to save
40% on supply prices.

Got numerous work-
related awards.

LINKS

<https://linktr.ee/msoutelo>

CONTINUED EXPERIENCE

- 2014 **ADMINISTRATIVE ASSISTANT**
Philip Morris International Management SA
Continuous Improvement Department
- Business travel bookings for department
Administrative support for team
Organization of business meetings & venues with international customers
Purchase orders (SAP) and expense claims for directors
- 2012 to 2015 **MAIL CLERK**
Randstad c/o Philip Morris
General Services Department
- Management of mail receiving
Distribution of mail to employees
Management of office supplies storage
Logistics management & negotiations with suppliers
Responsible for mail & DHL shipments around the world
- SUMMER 2013 **IT DEVELOPMENT**
International Olympic Committee
IT Department
- Creation of a SR platform using MS Infopath
Collaboration with department's managers
Ideation sessions with team

EDUCATION

- 2018 Bachelor of science in Sound Engineering
SAE Institute - Geneva
- 2014 Advanced training Photoshop & Illustrator degree
DIGICOMP Academy - Lausanne
- 2012 Administrative assistant certificate
CEFCO Lausanne
- 2010 Certificate of Completion, advanced English course
Berkeley Adult School - Berkeley - California
- 2007 Business Administration Diploma
Gymnase Auguste Piccard - Lausanne

SOFTWARE KNOWLEDGE

- Graphic & Web Design: Photoshop, Illustrator, InDesign, Wix
- Motion Design & video: After effects, Premiere, Media Encoder, Character Animator
- Music: Protools, Maschine, UAD Luna, FL Studio, Kontakt
- CAD & 3D: Artios CAD, Auto CAD, Blender, 3DS Max
- Office: MS Word, MS Excel, PowerPoint, Sharepoint, Infopath, MS Cloud, SAP
- Platforms: Mac, PC