Andrea Perez

Presentation Design I Document Production I Business Communications

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PROFILE

Presentation Designer and Document Production Specialist with over 15 years' experience supporting corporate teams and agencies across a range of sectors, including pharmaceuticals, non-profit, petrochemicals and financial services

Design and produce short and long-form reports, proposals, publications and presentations, combining visual design with hands-on production skills to make information clear, accessible and appropriate for its audience. Strong Microsoft Office and Adobe Creative Suite capability, with selective use of AI for content refinement and other supporting tasks, while retaining responsibility for design decisions, editing and quality checks throughout

Experienced in working with confidential information, competing deadlines and multiple stakeholders. Collaborate with consultants, analysts and programme teams to understand requirements, resolve production issues and deliver accurate, brand-consistent materials

Core skills

- Document production, advanced formatting and PDF preparation
- Live presentation design and production
- Microsoft PowerPoint, Word, Excel and Adobe Creative Suite
- Short- and long-form reports, proposals and publications
- Information design, data visualisation, charts, tables and diagrams
- Brand guideline implementation, styles and reusable templates
- Print and digital artwork, imagery and animation
- AI-assisted content refinement and image creation
- Quality control, revision management and production troubleshooting
- Stakeholder collaboration, confidential work and deadline management

PROFESSIONAL EXPERIENCE

Senior Presentation Design Specialist

Remap Consulting UK Ltd

2023 - Present | United Kingdom | Part-time | Remote

Senior Presentation Design Specialist: September 2025 - Present
Presentation Design Specialist: June 2023 - August 2025

- Produce client-facing presentations, strategy documents, evidence summaries and other business materials for pharmaceutical consulting projects, including work for major multinational pharmaceutical companies
- Work with consultants and analysts to present complex scientific, commercial and strategic information clearly, using visual hierarchy, charts, tables and diagrams
- Apply different client and in-house brand guidelines, developing templates and reusable layouts to improve consistency and reduce repetitive formatting
- Manage concurrent requests and revisions within tight deadlines, resolving production issues and carrying out detailed quality checks before final delivery

Presentation Designer & Document Production Specialist

Selected freelance work

2010 - Present | UK and international | Part-time | Remote

- Design and produce reports, proposals, presentations, publications and other visual communications for organisations, communication specialists and selected agency clients, including projects involving established companies in the petrochemical and food production sectors
- Shape detailed content into clear layouts, charts and diagrams, adapting the visual approach to the audience, purpose and brand
- Work across Microsoft Office and Adobe Creative Suite to produce and refine documents, templates, illustrations, images and print or digital artwork
- Use AI selectively to support content refinement, visual exploration and image tasks, applying my own judgement, editing and quality checks
- Collaborate with clients and teams through revisions, troubleshoot production issues and prepare accurate final files, including flexible remote and white-label support

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Proposal Writer & Graphic Designer

Humana People to People Belize

2018 - 2022 | Belize | Full-time | Remote

- Write and produce grant proposals, donor reports and project documentation, bringing together programme information, narrative content and supporting evidence for external funders
- Design annual reports, educational publications, presentations and other communication materials, combining detailed content with clear visual structure across Microsoft Office and Adobe Creative Suite
- Collaborate with programme teams and external stakeholders to organise information, incorporate feedback and deliver accurate materials within overlapping reporting and project deadlines

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Social Responsibility Coordinator

Diners Club del Ecuador

2016 | Ecuador| Full-time | On-site

Transferred from Fundación CRISFE when the programme moved to Diners Club del Ecuador

- Coordinate social responsibility programmes involving internal teams, external partners and community organisations, managing budgets, schedules and project documentation
- Produce reports, presentations and stakeholder communications, adapting programme information to different audiences while following corporate communication standards

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Head of Project Management

Fundación CRISFE

2010 - 2015 | Ecuador | Full-time | On-site

Head of Project Management: June 2014 - December 2015
Project Manager: September 2012 - May 2014
Project Officer: November 2010 - August 2012

- Manage multi-stakeholder programmes involving corporate, financial-sector and community organisations, coordinating budgets, schedules, reporting and delivery across concurrent projects
- Work with senior stakeholders, partners and internal teams to clarify requirements, manage priorities and resolve implementation challenges
- Produce reports, presentations and project documentation to communicate progress and support stakeholder decisions

EDUCATION & CERTIFICATIONS

Master of Arts (MA), Project Management
Universidad para la Cooperación Internacional (UCI), Mexico

Bachelor of Arts (BA), Multimedia Animation
Universidad San Francisco de Quito (USFQ), Ecuador

Certified Presentation Specialist (CPS™) – PowerPoint
Presentation Guild, 2024 - 2026

Project Management Professional (PMP)
Project Management Institute (PMI), 2015 - 2021

SOFTWARE SKILLS

Microsoft Office
PowerPoint, Word, Excel, Outlook, Teams, SharePoint

Adobe Creative Suite
Acrobat Pro, Photoshop, Illustrator, InDesign, After Effects, Premiere Pro

Other design tools
Figma, Canva, Prezi, Google Slides

AI tools
ChatGPT, Microsoft Copilot, Claude

LANGUAGES

Spanish
Native

English
Advanced

Portuguese
Advanced spoken, intermediate written

ADDITIONAL INFORMATION

Work authorisation
UK visa holder with permission to work in the UK; no sponsorship required

Availability
Open to full-time and part-time roles, with flexible working arrangements, including daytime, evenings and weekends. Depending on the schedule, I may be available to at short notice