



Software Skills

Adobe Creative Suite CS6
& CC including;
Illustrator, InDesign,
& Photoshop

MS Office Suite including;
Word, Excel and Powerpoint

Adobe Acrobat
HTML / CSS
Adobe Dreamweaver
Adobe Flash

Education

Graphic Design 3yr
Advanced Diploma,
Georgian College

Achievements

Achieved Dean's List
standing for both first
& second year of the
program.

SDVA Scholarship
Nominee 2014 & 2015

Design Experience

- * Strong skills designing layouts and concepts for identity, branding, packaging, editorial and advertising spreads, as well as web and new media.
- * Good understanding of print production and preflight/prepress checks.
- * Utilized creative typographic solutions in the design of numerous advertising and editorial layouts.
- * Developed, designed and executed various promotional advertising and marketing materials including brochures, magazines, business cards, forms, posters and flyers using InDesign, Illustrator, & Photoshop.
- * Developed and designed brand and corporate identities using Illustrator, Photoshop and InDesign.
- * Designed and executed new media concepts using InDesign, & Mag+.
- * Experience liaising with various print companies and suppliers.
- * Collaboration with other team members to produce presentation and promotional materials.

Web Experience

- * Proficient in the use of various content management systems, blogging platforms and HTML editors.
- * Good working knowledge of Dreamweaver and Flash.
- * Experience working with various FTP applications and web browsers.

Other Qualifications

- * Strong ability to multi-task and prioritize.
- * Wide range of practical skills, & learn quickly
- * Several years experience with office administration and customer service.

Job History

Enumerator, Statistics Canada, 2011

Administrative Assistant, GENIVAR Consultants LP, 2007-2009

Administrative Assistant, Staffing Services, 2006-2007

Service Administration, Barrie Ford, 2006

Administrative Support Team, Aliron Marketing, 2004-2005

Administrative Assistant/Customer Service, Staffing Services, 2003-2005

Sales and Marketing Assistant, Medianet Communications Corp., 2001-2003

Sales Associate/Temporary Assistant Manager, BouClair Inc., 2000-2001