

## SKILLS PROFILE

### TECHNICAL

Adobe Creative Suite  
Adobe Acrobat  
Wordpress Platform  
Simply Accounting  
Microsoft Outlook  
Social Media Expert  
(Facebook, Twitter, Google+, Pinterest)

### TRANSFERABLE

Organize and prioritize tasks, then develop a process to accomplish them to meet deadlines and targets.

Perform effectively under pressure in challenging and busy environments.

Communicate effectively with diverse audiences.

Work collaboratively with associates to achieve goals.

60 wpm

Able to handle several phone lines, greet people, and respond to, forward, and organize emails.

Experience in Outlook and accounting programs. Able to make sales orders, purchase orders, invoice, and take payment.

## INTERESTS

Photography

Sailing

Blogging

Dance (ballet)

Creating event stationery & collateral materials

DIY refurbishing projects

Stamp Carving

Jewelry manufacture

## PROFILE

Graduate of the BCIT Graphic Design Associate Program, with experience as a designer in a demanding and fast-paced work environment. Creative background in performing arts and production management, and practical experience in cultural and business organizations.

## WORK OBJECTIVE

A position as a graphic designer at Priority Printing where I can contribute my design and interpersonal skills as part of a team.

## EDUCATION

<b>British Columbia Institute of Technology</b> Langara College	<b>Graphic Design Associate Certificate, 2012</b> Film Arts Program, 2007
Canadian College of Performing Arts Tir-na-nOg Theatre School	Theatre Performance/Production, 2006 Theatre Apprentice Program, 2005
Goh Ballet Academy	Professional Program, 2001 - 2004

## EMPLOYMENT

**Graphic Designer** Oct 2012-June 2013  
**Rayacom Print & Design**

- Provided consultations to a wide range of clients on how best to approach their project. Exceeded client expectations in the production of completed designs
- Managed sales accounts including up-selling, creating sales orders and purchase orders, invoicing, and ensuring payment
- Conducted market research for client projects to produce well-positioned, effective design solutions
- Dealt with incoming shipments, outgoing products and walk-in clients with personal dedication to customer satisfaction.

**Server** 2007-2012

### White Spot

- Managed sections of up to 12 tables while providing individualized and efficient service and ensuring guest satisfaction
- Coordinated needs with kitchen, bar and hosts using clear communication, and fostered cooperative relationships within the working team
- Processed payments throughout shifts and maintained accurate financial records for the company

## OTHER EXPERIENCE

**Volunteer** 2007

### Tir na nOg Theatre School (not-for-profit organization)

- Produced and executed five simultaneous youth theatre productions including lights, music, and special effects.
- Assisted in administrative duties resulting in the organization receiving 100% of its payments for the first time in 12 years.