

SKILLS PROFILE

TECHNICAL

Adobe Creative Suite
Adobe Acrobat
Wordpress Platfom
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

British Columbia Institute of Technology

Langara College
Canadian College of Performing Arts
Tir-na-nOg Theatre School
Goh Ballet Academy

Graphic Design Associate Certificate, 2012

Film Arts Program, 2007
Theatre Performance/Production, 2006
Theatre Apprentice Program, 2005
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.