

PROFILE

A dedicated employee and hard worker on all the projects she undertakes.

SKILLS

- Illustrator CS6
- InDesign CS6
- Dreamweaver CS5
- HTML 4 & CSS 3
- Photoshop CS6
- Quark Xpress
- Number Press
- Xerox/Canon Savvy
- Mac & Windows Platforms
- Great communication skills
- Excellent customer service
- Great time management skills
- Excellent organizational skills
- Team player and self-motivated
- Excellent problem solving skills

EDUCATION

2007 2008 2009 2010 2011

**DIPLOMA / ADVANCED DIPLOMA
GRAPHIC PRODUCTION : ART &
DESIGN FUNDAMENTALS**
NIAGARA COLLEGE (Welland, ON.)
3YR PROGRAM

**GRADUATE CERTIFICATE
WEB DESIGN**
SHERIDAN COLLEGE
(Oakville, ON.)
1YR PROGRAM

VOLUNTEER EXPERIENCE

2010 2011 2012 2013 2014 2016 2017

GRAPHIC DESIGNER
LIVING PINK
THROUGH FASHION
& THE BIG PINK
(Hamilton, ON.)

**WEBSITE MANAGER
& GRAPHIC DESIGNER**
THE CORSAGE PROJECT
(Toronto, ON.)

WORK EXPERIENCE

NOV. 2015 – PRESENT (2 YEARS & COUNTING)

Branch Manager & Graphic Designer at Commercial Digital Print (Action Print - Beamsville)

- Design
- Account Management
- Strategic Planning for Business Growth
- Training New Staff

SEPT. 2012 – MAY 2015 (2 YEARS, 8 MONTHS)

Graphic Designer at Commercial Digital Print (formerly Action Print Inc.)

- Design
- Orders & Invoicing
- Customer Service
- Print Production & Bindery
- Web (internal)

DEC. 2011 – SEPT. 2012 (10 MONTHS)

Graphic and Web Designer at C4P INC.

- Logo & Stationery
- Web Design
- Tradeshow Event Booth Design
- Promotional Material

FREELANCE EXPERIENCE

JUNE. 2009 – PRESENT (8 YEARS, 5 MONTHS & COUNTING)

- Company Branding
- Event Invitations
- Web Design & Site Management
- Personal Artwork

CERTIFICATES/AWARDS

- Certificate of Appreciation (NC Orientation 2009)
- Graduate Niagara College Scholar (2009)

REFERENCES

Available upon request