

Highlights

- Interested in gaining experience as a Graphic Designer
- Digital Graphic Design Certificate from Vancouver Community College (2010)
- Broad-based training in design and presentation products for both Print and Web
- Valuable experience working with clients and providing excellent customer service
- Over 7 years experience working in diverse and professional office environments

Technical Skills

Photoshop // (X)HTML // CSS // Dreamweaver // Illustrator // InDesign // Flash // MS Office

Strengths

Well Organized // Problem Solver // Team Player // Able to work unsupervised // Enthusiastic

Education

Digital Graphic Design Certificate // Vancouver Community College // Vancouver, BC // 2010

Legal Secretary Diploma Program // Trend College // Kelowna, BC // 2000

Grade 12 Honors Diploma // Rutland Senior Secondary // Kelowna, BC // 1996

Experience

Graphic Designer // Contract Work //2010

- Consulted with clients to establish the overall look, graphic elements and content of communication materials to meet clients needs
- Developed the graphic elements that met the clients' objectives
- Prepared sketches, layouts, sitemaps, and graphic elements of the subjects to be rendered using traditional tools, multimedia software, and design software
- Estimated cost of materials and time to complete each project
- Co-ordinated all aspects of production for print, and launching websites

Accounts Receivable Clerk // Kelowna Flightcraft // Kelowna, BC // 2008-2009

- Invoicing, collecting and recording payments of outstanding accounts
- Extensive Profitability Spreadsheet Management

Accounts Receivable Clerk // Neverblue Media // Victoria, BC // 2006-2008

Account Representative // Ace Construction & Millwork // Richmond, BC // 2003-2005

Office Manager // Matra Construction // Burnaby, BC // 2002-2003

Shift Supervisor // Starbucks Coffee Company // Kelowna & Vancouver, BC // 1999-2002

Awards

Digital Graphic Design Entrance Scholarship // Vancouver Community College // 2009

Bruce Nicoll Bursary // Vancouver Community College // 2010

Digital Graphics Student Project Award // Vancouver Community College // 2010