

GRAPHICS  WEB  DESIGN  ILLUSTRATION

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Career Objective — To obtain a challenging position that utilizes my skills in both graphic and web design.

I am creative, flexible and have a good sense of humor. I am a good team player and flourish in a bustling workplace.

Profile

Experienced Graphic Design — extensive experience in both print and web design. Developed brand and corporate identities, websites, advertisements, technical documents, training materials and sales collateral for clients in retail, professional services and high-tech industries.

Technical Summary

Platforms — Windows 3.1/95/98/2000/NT/XP and all Mac operating systems.

Design — Adobe Illustrator CS3, Adobe Photoshop CS3, Adobe InDesign CS3, Adobe Dreamweaver CS3, Quark XPress 6.0, Microsoft FrontPage, HTML, Javascript.

Office — Microsoft Word, Publisher, Excel, PowerPoint, Access, Outlook, Corel WordPerfect, Adobe Acrobat Professional.

Education

Print Journalism — Algonquin College

2000–2002

2 Year Diploma Program

Courses included: Journalism and Photojournalism, Layout and Design, Advanced Use of Quark XPress, Webpage Design, Magazine Writing and Reviewing, Copywriting.

Layout and Design Editor of *The Algonquin Times*, Algonquin College's broadsheet newspaper.

Literary Arts — Canterbury High School

1996–2000

Diploma and Fine Arts Certificate

Courses included: Creative writing, Copywriting and Editing, Typesetting, Draft Editing and Proofreading, Literature history and theory courses.

Editor and chief school's monthly newspaper, *Spotlight*, for 2 years, as well as working on the yearbook staff and running the *Spotlight* office.

Other Courses Taken

Advanced Customer Relations — Viacom Canada

Assisting Disabled and Elderly Customers — Canterbury Community Center

Qualifications

Years of experience has given me a vast array of design skills in a variety of styles

I am experienced as manager to a large staff and am a good team-player

I am accustomed to and work well under stressful / hectic / overtime situations

My skills in customer relations and problem solving create happy customers



Professional Experience

Graphic Designer, Web Designer	Nova Networks
April 2006–December 2007	Ottawa, Ontario
<ul style="list-style-type: none"> • Website creation and regular maintenance for Nova clients • Created graphics and user interfaces for client websites • Designed logos, graphics and marketing collateral for use by Nova Sales Representatives • Received training on and maintained an Oracle 10g Database <p>SAMPLE PROJECTS</p> <ul style="list-style-type: none"> • TSI Learning website design and creation • Nova Knowledge Institute identity package (logo, course PDF design) 	
Office Manager, Graphic Designer, Web Designer	TSI Learning Inc.
April 2004–April 2006	Kanata, Ontario
<ul style="list-style-type: none"> • Office management and administration tasks such as invoicing, creating quotes, file management and contacting clients • Comfortable updating Excel and Access Databases • Design of corporate materials, including marketing pamphlets, flash advertisements, company website and forms for office use <p>SAMPLE PROJECTS</p> <ul style="list-style-type: none"> • TSI Learning website design and creation • Design of company logos such as SCDatabridge and TLIP logos • Design of PowerPoint presentations to be used in classes that reflect a common company look and feel • Creation of promotional material highlighting TSI Learning's involvement in Showcase Ontario 2004 	
Graphic Design, Administration	SAN IT Solutions
April 2004–April 2006	Kanata, Ontario
<ul style="list-style-type: none"> • Office management and administration tasks such as invoicing, creating quotes, file management • Design of all corporate materials <p>SAMPLE PROJECTS</p> <ul style="list-style-type: none"> • Assisted in creation and content organization of company RFP's and proposals • Creation of SAN IT Solutions company logo • Creation of presentation package for Translation Bureau including design for project overview and executive brief • Updating and completing Temporary Help Services application and presenting in a professional manner 	
Graphic Designer	Mailboxes Etc. The UPS Store
May 2003–April 2004	Ottawa, Ontario
<ul style="list-style-type: none"> • Design and creation of pamphlets, business cards, forms, tickets, and many other forms of print for both digital printing and plate creation for offset printing • In charge of opening and closing the store as well as customer service and cash maintenance <p>SAMPLE PROJECTS</p> <ul style="list-style-type: none"> • Creation of new company wide MBE business card • Design of company marketing pamphlets and seasonal point of purchase signage • Design of many company logos and marketing materials for customers` 	

Freelance Graphic and Web Designer	Grant Deigns
1998–Present	Ottawa, Ontario
<ul style="list-style-type: none"> • Freelance graphic and web design. • Full portfolio available at www.grantdesigns.net <p>SAMPLE PROJECTS</p> <p>OTTAWA AREA CRIME STOPPERS ANNUAL CONFERENCE</p> <ul style="list-style-type: none"> • Created and frequently updated a professional conference webpage for use by both attendees and the CS board of directors. • Designed and implimented all marketing collateral for conference including: The conference logo, pin and shoulderbag design, promotional pamphlets, and the conference guidebook used by all attendees. • Official conference photographer. <p>CAROLE'S COUNTRY KITCHEN</p> <ul style="list-style-type: none"> • Designed logo, business card and all packaging for a home baking business. <p>DARKAGE COMICS <i>darkage.grantdesigns.net</i></p> <ul style="list-style-type: none"> • Updated and re-designed the webpage and logo for a local comic-book reseller. <p>WEDDED BLISS Created a freelance wedding planning and design business called Wedded Bliss.</p> <ul style="list-style-type: none"> • ANSARI-ALI Wedding: Oversaw all aspects of planning for an ethnic wedding with over 450 in attendance. Designed all printed materials, such as invitations, menu cards, guest gifts, guestbooks, and oversaw all design aspects of wedding, such as centerpieces and layout of the hall. • CHAPMAN Wedding: Designed wedding invitation with personalized vector image to match wedding theme. • GAMBLE-BANTILAN Wedding: Designed handmade wedding invitations of mixed materials as well as calligraphy services. 	
Assistant Store Manager	Claires Stores Inc.
October 2002–May 2003	Ottawa, Ontario
<ul style="list-style-type: none"> • Assisted in store and staff maintenance, including scheduling, nightly paperwork, hiring and dismissal of staff. • Opened and closed the store daily. • Store presentation, planogram and maintenance, design of product layout and functionality. 	
Manager	Blockbuster Video
April 2000–July 2002	Ottawa, Ontario
<ul style="list-style-type: none"> • Trained as store manager to a large staff. • Awarded employee of the month on two occasions. • Successfully completed customer relations course through Viacom Canada for position. 	

References

Available upon request.