

## Highlight of Experience

- 5 years in **Graphic Design**: Independent projects and collaborative projects for clients to produce a variety of advertisements and branding materials
- 5 years with **Design Software**: Adobe Creative Suite CS 5, Adobe Acrobat, Adobe Illustrator, Dreamweaver, Photoshop and InDesign
- 5 years with **Online Content Management System**: WordPress, Drupal, PHP
- 3 years of experience working with **Marketing** teams to generate new business

## Professional Experience

### **New Media & Design Assistant/Project Assistant** **2013 - Present**

Ministry of Government Services – OPS Diversity Office, Toronto, ON

- Supporting 2 directors and 14 staff in 2 different branches, manage the director's schedule, attendance of the 14 staff, schedule branch meetings, and prepare the agenda, project support.
- Uploads and designs digital media for several OPS employee networks to promote and create awareness of employee network activities
- Reviews web analytics and creates supporting reports for MGS Communications ensuring that data could be reviewed to improve web traffic
- Translates graphics and copy material into web-based products.
- Edits content, graphics, code pages (HTML), digital photography.
- Coordinates the production process, communicating with multiple teams (including marketing, IT and management) on a regular basis.

#### **Special Project: OPS Diversity Office – DO Intranet Site Refresh**

- Created side menus for Diversity, Accessibility and Inclusion sections on DO Site
- Created new graphics for refresh site, so new content can be featured
- Transferred major content, connected new hyperlinks with titles for accessibility
- Ensured new content transferred was AODA compliant

### **Customer Service Representative** **2011 - 2011**

Just Energy, Mississauga, ON

- Resolved customer concerns with understanding and provided information to inbound callers
- Provided information to inbound customer callers
- Educated clients on products/services

### **Receiving Department Associate** **2011 - 2011**

Adecco Employment Agency - Canadian Tire Distribution Centre, Brampton, ON

- Solved issues with daily shipments to ensure production flow
- Worked within specified timeframes to accomplish projects and shipments

### **Intern - Non-Profit** **2010 - 2010**

Fred Victor, Toronto, ON

- Responsible for acquiring auction items for **Fred Victors Annual Gala** which supports women's services

- Maintained files and documentation for all donated auction items
- Worked with team members to define the direction, theme and agenda of all events
- Drafted and implemented strategies to utilize online social media for marketing and promotional needs

**Designer****2008 - 2008**

Stir Media Inc, Brampton, ON

- Designed posters, banners and ads for several clients
- Produced clean, pixel-perfect designs using Adobe Illustrator, Photoshop and Indesign
- Reviewed proofs for placement, managed colour correction process and attended to press checks to ensure the highest quality for our clients
- Met with Client marketing teams to determine their design needs
- Uploaded ads to Tor Star and other local media via FTP sites to marketing teams

**Special Project: Brampton Rose Theatre – Design of Signage/Web Content**

- Directed the art design of all signage, web content for the Rose Theatre Brampton to promote upcoming shows
- Prepared studio and coordinated interviews between actors and Magazine Editor
- Managed the design and layout of all designed materials to ensure client satisfaction

**Exhibition Coordinator****2005 - 2008**

Blackwood Gallery in University of Toronto, Mississauga, ON

- Successfully installed and opened new digital media art exhibitions.
- Coordinated special gallery events for the public for students to get more engaged with local and international artists
- Organized the video programming to promote artists work to the campus community

**Volunteer Involvement****Graphic Designer****2011 - 2012**

ALS Ontario, Markham, ON

- Created new branding material for several fundraising events to increase awareness of ALS in Ontario and raise funds to help the ALS community

**Graphic Designer****2009 - 2010**

War Child Canada, Toronto, ON

- Created, copied and improved branding within brochure materials for War Child Canada to increase awareness of War Child's overall operations

**Education****Bachelors Degree - Communications Culture and Information Technology** 2008

University of Toronto, Mississauga, ON

**Digital Communications Certificate****2008**

Sheridan College, Oakville, ON