

## CAREER OBJECTIVE

With more than 5 years of experience as an inspiring Web/Graphic designer. I have managed several successful business projects as a Virtual Technical Assistant. Known as the all-to-do graphic specialist and for being technically savvy. Eagerly anticipating to become an integral part of a dynamic web/graphic designer team that focuses on innovative and creative ideas for existing and future projects.

## SPECIALIZATION

Throughout my career and education, I have worked contractually as a VTA for many different companies. I specialize in:

- Designing and managing websites
- Creating and designing communication products such as training manuals, e-book outlines and covers, pamphlets, logo designs.

other main areas of expertise are:

- video editing
- managing social media and/other social networking platforms.

## Qualifications

- Bilingual - French and English (writing, reading and oral)
- Highly versed in graphic design software, including the Adobe Suite (Photoshop, InDesign, After Effects, Illustrator), along with video editing software (Final Cut Pro, PremierPro, Davinci resolve).
- Extensive knowledge of popular social media platforms (Facebook, YouTube, LinkedIn, Instagram, etc.) for the purpose of creating corporate visibility, customer engagement and list building.
- Web based knowledge; Wordpress (including popular tools like Divi), Dreamweaver, SEO, Landing pages, Newsletter (Mailchimp, iContact, Infusionsoft).

## AS A PERSON

- I am a quick learner and I am ready to develop and expand my computer and designer skills
- I am a loyal and hard-working person who treats others with dignity and equality
- I engage with others in respect and I have integrity, in that I mean what I say
- I am teamplayer and believe in working efficiently together
- I exemplify trust, sincerity and honesty
- I have a strong work ethic and I focus on achieving results

## EDUCATION (Collegiate)

LaCité collégiale : Graphic Design Program (graduated in 2020)

LaCité collégiale : Technologie du génie informatique (2015-2016)

## PROFESSIONAL EXPERIENCE

### **The Rebic Center, Inc, AKA. Trueself Psychology** (Montreal, Quebec)

[www.trueself-psychology.com](http://www.trueself-psychology.com)

Web Developer, Graphic Designer

May 2017- present (contractual)

- Developed, designed and currently maintain the corporate Website
- Create different logos that inspire movement, positivity and diversity
- Create and design communication products such as logos, training manuals, pamphlets, e-book outlines and covers
- Working with Yellow Pages for SEO, in order to help improve page ranking and increase websites analytics
- Filming with green screen, Video Editing, uploading and general upkeep to their social media channels
- Filming live events at The Rebic Center, Inc. for Workshops
- Maintaining IT equipment

### **SPIR Media** (Ottawa, Ontario)

[www.spir.ca](http://www.spir.ca)

Graphic & Web Designer

June 2016 to present (contractual)

- Created and maintain Wordpress Websites, setting up emails, sign up forms and newsletter
  - [spir.ca](http://spir.ca), [trueself-psychology.com](http://trueself-psychology.com), [hotbuttonsolution.com](http://hotbuttonsolution.com), [kakconstruction.com](http://kakconstruction.com)
- Create compelling logos that reflects the customers corporate values
- Participate in the filming, video editing and YouTube upload, including a focus for best SEO

Internship Experience:

### **Marketing Breakthrough Inc.** (Ottawa, Ontario)

<https://marketingbreakthroughs.com>

Graphic & Web Designer

March 2020 to May 2020

- Created, update and maintain Wordpress Websites
- Create compelling posters, decals that reflects the customers corporate values
- Render graphic animations

## REFERENCES

Additional references are available upon request.

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