

.education

I graduated from Crocus Plains Regional Secondary School in 2000 with a double certificate, majoring in Commercial Art. In my four years of Commercial Art, I have worked on the Handbook /Yearbook and have designed posters, flyers, logos, etc., for in-school and community clients.

.skills

/computer.skills

I am experienced and proficient with the following programs: QuarkXpress 5.0 - 8.0, Adobe Creative Suite 3-4 (includes Illustrator, Photoshop, InDesign, Acrobat) & Microsoft Office. I have worked with computer hardware such as: Mac platforms (OS9 & OSX), Windows platforms (XP), multiple scanner devices and digital cameras.

/customer.service.skills

While at McDonald's I completed a management development course
Working closely with customers to design ads
I work well independently and as part of a team
Well developed organization and communication skills
I have a Manitoba Class 5 Drivers License

.work_history

November 2004 - Present

The Brandon Sun ~ 501 Rosser Avenue, Brandon, Manitoba ~ Phone: 204.727.2451

Position: Graphic Designer

Responsibilities: Design logos/house ads, color correction, copy editor, layout design, ad design, archive the newspaper daily, update website daily

April 2002 - November 2004

Wheat City Journal ~ 800 Rosser Avenue, Brandon, Manitoba ~ Phone: 204.725.0209

Position: Graphic Designer

Responsibilities: Designing eye catching ads in a fast-paced environment, layout design of the paper, copy editor and getting the paper press ready. I also performed regular maintenance on all the office computers.

August 2001 - April 2002

Leech Printing Ltd. ~ 601 Braecrest Drive, Brandon, Manitoba ~ Phone: 204.728.3037

Position: Graphic Designer / Pre-Press

Responsibilities: Designing letterheads, business cards, brochures, logos, posters, typesetting, and other related graphic design and pre-press work including plate burning.

January 1998 to June 2001

McDonald's ~ 1021 Middleton Avenue, Brandon, Manitoba ~ Phone: 204.725.0547

Position: Swing Manager

Responsibilities: Training and managing more than 20 employees and other areas of the restaurant, handling cash and daily deposits, dealing with customers needs and maintaining high quality product in a fast-paced environment.

November 2000 to April 2001

Brandon Wheat City News ~ Unit M, 435 Rosser Avenue • Brandon, Manitoba ~ Phone: 204.571.6397

Position: Graphic Designer

Responsibilities: Designing ads by a deadline date and meeting customer needs.

.volunteer_work

Volunteered with Habitat for Humanity • Seniors For Seniors

.interests_hobbies

I have promoted and organized many concerts. I enjoy outdoor activities such as biking, golf, camping, walking, and snowboarding. I also have a love of photography.

.references

Mr. Chad Green_Physiotherapist_Brandon, Manitoba_Phone: 204.573.0679

Mr. Grant Hamilton_Website Co-ordinator_Brandon, Manitoba_Phone: 204.725.6047

Don & Yvette Lennon_Prairie Lane Auction_Brandon, Manitoba_Phone: 204.724.7510

