



CONTACT



Edgehill Drive, Barrie



brittanygraphicdesigns@gmail.com



www.brittanygraphics.com



705 796 1284

Expect a creative, hands on worker that will execute tasks with maturity and confidence. I am proficient in leading and motivating people while maintaining strong relationships with all levels of management, staff and customers. Excellent time management and organizational skills ensure jobs to be done properly in a timely manner. My experience has taught me how to work efficiently in a high stress, multi-task-orientated environment.

CAPABILITIES / SKILLS

PROFESSIONAL

Team Leadership
Project Management
Photography
Fine Arts
Client Support
Adobe Photoshop
Adobe InDesign
Adobe Illustrator
Adobe Acrobat
Adobe Lightroom
Microsoft Word
Microsoft Power Point
Microsoft Excel

PERSONAL

Creative Spirit
Professional
Organized
Time Management
Critical Thinker
Fast Learner
Team Player
Motivated
Resourceful
Problem-Solving
Trustworthy
Independent
Outgoing

EDUCATION

2020 • **Graphic Design (3 year program)**
Georgian College

2015 • **Art and Design Fundamentals**
Georgian College

2010 • **Graduated on Honor Roll**
Elmvale District High school

EXPERIENCE

2018 • **Artist In Residents**
Clevelands House Resort, Minett
As an in-house artist in resident at Clevelands House Resort, I run a three hour workshop everyday for a week teaching the general public watercolor painting.

2018 • **Graphic Designer**
National Youth Arts Week, Port Carling
Worked under a summer contract as a graphic designer updating website content, creating a new logo, business cards, and developing branding identity's.

2018 • **Social Media coordinator**
Muskoka Pace Gallery, Port Carling
Managed a team of three people for the summer to plan and develop social media content that highlighted events and local programs hosted by the gallery.

2016 • **Office Manager**
Events Party Rentals, Barrie
Building key holder that managed client meetings and inquires, payments, created/organized schedules for delivery's and pick-up orders, and oversaw warehouse inventory and products.

2010 • **Design Assistant**
EventDecorator.com, Hillsdale
In-house office administrative and event design assistant. Booked client meetings, helped create design proposals, prepped and designed fresh floral arrangements, received/packed orders, oversaw inventory and products, and traveled with a team to set up/ strike events.

2013 • **Office Manager**
Events Party Rentals, Barrie
Building key holder that managed client meetings and inquires, payments, created/organized schedules for delivery's and pick-up orders, and oversaw warehouse inventory and products.