

Liliana & Dias

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📍 Barrie, ON

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Work Experience

Graphic Designer

MyBabbo, Oct. 2020 - Present

Guest Services Representative

Georgian Mall, Oct. 2019 - Aug. 2020

- » Open and/or close customer service desk
- » Respond to customer and tenant inquiries (in person and phone)
- » Management and sale of gift cards
- » Manage wheelchair and stroller loans
- » Manage lost and found (report log and tagging lost items)

Communications Coordinator

OMCI, June - Aug. 2019

- » Graphic design using Adobe Creative Suite
- » Create posters and social media ads for events and performances
- » Edit performance photos and headshots
- » Create templates for ID and business cards
- » Festival support
- » Assist with other internal and external communications duties as needed

Cashier

Food Basics, Aug. 2014 - Nov. 2016

- » Maintain cleanliness and presentation of register and sales floor
- » Frequently answer customers' questions regarding merchandise and pricing
- » Address customer concerns, demonstrate empathy and resolve problems on the spot

Education

Graphic Design Advanced Diploma

Georgian College, 2018-2021

Skills

Software

- » Mac and PC environment
- » Adobe InDesign
- » Adobe Photoshop
- » Adobe Illustrator
- » Adobe Acrobat DC
- » Wordpress
- » Adobe XD
- » Microsoft Office Suite

Interpersonal

- » Communication
- » Detail-Oriented
- » Welcomes Feedback
- » Positive Attitude

Awards & Honours

82% Overall GPA

Georgian College

Honour Roll

Lorne Park Secondary School