



**EDUCATION & AWARDS**

**SAIT Polytechnic Institute**, Calgary Completed June 2015  
*New Media Production and Design: Adobe Certified Associate- Visual Communications*  
 Achieved: 3D Graphics in Motion, Special Project with honours Awarded May 2015

**SAIT Polytechnic Institute**, Calgary Completed June 2011  
*Library Information Technology*  
 Recipient of the Jason Lang Scholarship Awarded December 2010

**AREAS OF SKILL & EXPERTISE**

- ✓ Customer Relations
- ✓ Digital Proficiency
- ✓ Effective Communicator
- ✓ Adaptable Skill Set
- ✓ Continual Learner
- ✓ Outstanding Creativity
- ✓ Project Management
- ✓ Content Management
- ✓ Attention to Detail

**HIGHLIGHTS OF QUALIFICATIONS**

- Developed and implemented two mobile responsive, interactive websites (hiw.build & absolutehearing.ca), resulting in providing an online presence for two start-up companies.
- Coordinated with senior management (CEO) on custom website development and sales associates for in-store signs and brochures, while managing SEO, social media, and analytics.
- Managed a group project for a non-profit seniors' residence in Production Company class, resulting in honours for the posters produced and customer satisfaction.
- Collaborated with a professional video producer in the production of the SAIT Trojans annual banquet video, assisting in the studio photo shoot and creating graphics for game highlights.

**PROFESSIONAL EXPERIENCE**

**Viiz Communications** June 2018 - Current  
*Call Center Agent*

**The Home Improvement Warehouse Ltd.** May - December 2016  
*Web & Marketing Director*

**Absolute Hearing Services Inc. (Contract)** September - December 2015  
*Custom Web Development*

**SAIT Polytechnic Institute, Athletics & Recreation (Contract)** January - May 2014  
*Video and Graphics Production*

**Riley's Calgary (Contract)** May - September 2014  
*Document Reformatting & Digital Conversion*

**Contrabrand Inc. (Contract)** May - September 2013  
*Design and Administration Assistant*

**Pages Books in Kensington** May 2009 - January 2010  
*Retail Sales Clerk & Acquisitions*

**COMPUTER SKILLS**

- \* Adobe CS6 Master Collection (including InDesign)
- \* Database Management systems
- \* Multiple Automated POS Systems
- \* Auto CAD
- \* Microsoft Office Suite
- \* Text-works

