

# ANNA MALKO

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## Websites, Portfolios, Profiles

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- <https://www.linkedin.com/in/anna-malko-06612379/>
- <https://annmalko.github.io/annamalko.github.io/>

## Summary

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As a creative digital specialist, I possess a passion for developing web products, with proficiency in HTML5, CSS3, JavaScript, and Adobe Creative software. My skillset extends to 3D software and computer proficiency, including the Microsoft Office Suite. I excel in communication, building positive relationships, and working effectively with individuals across all organizational levels. My attention to detail, strong time management, and problem-solving abilities ensure that I consistently meet deadlines, whether working independently or as part of a team. I maintain composure under pressure and exhibit an exceptional work ethic, characterized by punctuality, reliability, and the ability to build strong relationships with diverse groups and the public.

## Skills

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- Web Development & Design
- Graphic Design & Brand Design
- UX/UI Design
- Motion Graphics & Animation
- 3D Modeling & Animation
- Videography
- HTML5 & CSS3 & JavaScript
- Bootstrap5 & WordPress
- React & Node
- Adobe Creative Software & Microsoft Office
- Autodesk 3D Max & Unity
- Communication & Teamwork & Collaboration
- Critical thinking & Problem Solving
- Creativity & Research
- Adaptability & Organization & Time management
- Leadership & Work ethics

## Experience

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PPCWISE  
(Marketing Agency) | Toronto, ON  
**Web developer & designer**  
02/2023 – Current (Freelance)

- Assist in creating and maintaining websites using HTML, CSS, and JavaScript
- Collaborate on implementing features and troubleshooting issues
- Design and code responsive web pages, ensuring cross-browser compatibility and implementing interactive elements
- Contribute to designing user interfaces, creating wireframes, and collaborating with design teams for a consistent look
- Created and edited graphics and images for various digital and marketing projects & platforms
- Add, update, and organize website content, and integrate content management systems like WordPress

- Test websites for bugs, ensuring functionality on various devices and browsers, and collaborate to resolve defects
- Proficient in Adobe Creative Suite and web design software for graphics and asset creation
- Ensure websites adapt to different screen sizes and devices
- Work with cross-functional teams and participate in meetings
- Stay updated on web development and design trends and technologies
- Gather requirements, provide project updates, and address client feedback
- Assist in project timeline and resource management

Hospitality industry | Toronto, ON  
**Restaurant Manager**  
 03/2015 - 01/2021

- Oversee daily operations, staffing, and inventory & maintain facility and equipment
- Recruit, train, and manage staff & set standards and handle scheduling
- Ensure quality service and guest satisfaction & manage reservations and inquiries
- Develop budgets, control costs, and pricing & handle cash management
- Enforce safety regulations and sanitation & address food safety and emergencies
- Plan and promote events & build local business relationships & manage social media presence

## Education and Training

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Seneca College | Toronto, ON  
**Interaction Media Design (Diploma)**  
 2021-2022

George Brown College | Toronto, ON  
**Business Administration Program (Advanced Diploma)**  
 2011-2015

## Certifications

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- Certificate in Front-end Web Development (HTML5, CSS3, JavaScript)  
*Can She Code Inc.*, Montreal, QC,  
 2021 - 2022
- Certificate in Full-stack Development (React & Node)  
*Can She Code Inc.*, Montreal, QC  
 2023 - In Progress

Dear Hiring Manager,

I recently graduated from Seneca College, where I completed my Diploma in Interactive Media Design. Throughout my academic journey, I completed coursework encompassing project management, web development, UX & UI design, interactive design, 3D environments, audio & video editing, and game & motion design.

With a strong foundation in these fields, I have gained two years of practical experience in web development, Adobe Creative Software proficiency, web design languages, Autodesk 3D Max, and Unity. My coursework demanded a high degree of creativity, which allowed me to craft unique designs tailored to specific project requirements. Leveraging my diverse skill set, I excel in problem-solving, multitasking, accuracy, attention to detail, planning, organizing, and time management. Whether working independently or as a team player, I consistently deliver exceptional results. You can explore my portfolio at <https://annmalko.github.io/annamalko.github.io/> to view a selection of my best work and gain insight into my creative process.

As a Web Developer and Designer freelancer at the PPCWISE marketing agency, I honed my teamwork and project management skills. I actively contributed to website creation and maintenance, and ensured cross-browser compatibility, and proficiently used WordPress for content management. My effective communication, teamwork, and commitment to resolving technical issues have consistently made me a valuable asset to every project.

I am eager to contribute my professional skills and enthusiasm to drive the company's success. I welcome the opportunity for an interview to discuss how I can contribute to your team. Please feel free to contact me by phone at (437) 981-5005 or email at [annmalko88@gmail.com](mailto:annmalko88@gmail.com). Thank you for your time and consideration.

Sincerely,

Anna Malko