ANNA MALKO

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Websites, Portfolios, Profiles

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

Summary

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

- 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

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

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

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

Certifications

- 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 my best work and gain insight into my creative process. I am confident that my portfolio will demonstrate my ability to produce high-quality work that meets the standards of the company. 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.
Thank you for your time and consideration.

Sincerely,

Anna Malko