DHRUVI PANCHAL

Dear Hiring Manager,

A strong technical skill set, a robust work ethic, and productive team collaboration are all essential components to succeed in creative design. With Advanced Diploma in Graphic Design coupled with my hands-on experience in **graphic communications**, I am positioned to make a significant impact within your organization as your next Graphic Designer.

My background includes working experience in **Print services** & solid internship experience producing **marketing** and **promotional** collateral, **designing** Logos, Business cards, web/mobile layouts, updating websites, and performing photo image **modifications**. With proficiency in a broad range of design software applications—along with my ability to collaborate effectively with clients, peers, and management teams—I am confident that my talents and abilities will significantly benefit Krug Inc in this role.

For a greater presentation of my background and qualifications, please review my attached resume. I am eager to speak with you and greatly appreciate your consideration.

LinkedIn Profile: https://www.linkedin.com/in/dhruvi-panchal-1205/
Portfolio Website: Vilav.ca

Sincerely,

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OBJECTIVE

Exceptionally talented design thinker with enormous ability to create compelling design solutions across various media platforms to meet company brand objectives and consumer engagement seeks the position of Graphic Designer.

SKILLS & ABILITIES

- ✦ Fluency with visual assets and communications materials.
- ✦ Profound knowledge in logo creation, catalogs, layout, modifying designs, diligence, storyboards creation, spacing etc.
- ✦ Experience in creating marketing collateral & graphics for various online platforms and print media such as direct mail, social media, and advertising materials.
- ✦ Familiarity with setting up and optimize company pages within each platform to increase the online presence.
- ✦ Ability to tackle projects from concept to execution and work with existing/continuing projects.
- ✦ Strong computer skills and data entry skills such as Microsoft office (Word, Excel, Power Point).
- ✦ Highly proficient in Adobe Creative Suite (CC), Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and CorelDraw. (MAC & Windows).
- ✦ Ability to work in software like Adobe Lightroom, Adobe After Effects, Adobe Premiere pro (MAC & Windows).
- ✦ Experience with photo & video editing, general understanding of motion graphics, web design like HTML/CSS and have a basic knowledge of JavaScript.
- ✦ Ability to learn and leverage new technologies to develop innovative design.
- ✦ Self-motivated to kickstart on any project with or without resources and work collaboratively or independently with or without supervision.
- ✦ Highly flexible with changing priority and able to adjust with tight deadlines.
- ✦ Ability to work well under pressure with attention to detail in a fast-paced environment to meet tight deadlines.
- ✦ A great team player who can contribute quickly and with enthusiasm for healthcare community.
- ✦ Excellent time-management skills, Organizational skills, and multi-tasking skills. Ability to prioritize work according to deadlines.
- ✦ Always excited to develop and learn new skills, software, and technologies.

EXPERIENCE

Graphic Designer
M&T Printing Group
Jan 2021 – Current

- Reviewing customer files to make it press ready according to design specifications and sending customers digital proofs.
- Used Adobe InDesign, Photoshop, and Illustrator in daily production.
- Handled multiple projects simultaneously and delivered artworks through tight deadlines.
- Performed complex photo manipulation and color correction for 100+ images for a client.
- Designed different marketing materials for new and existing customers and collaborated with team members to ensure high-quality work.
- Meticulous attention to visual and print details.
- Printed customer files as per their requirements including large format printing.
- Excellent communication skills and teamwork in a service-type environment.

Technical Support Advisor
Transcom Canada
Nov 2020 – Jan 2021

- Effortlessly engaging with callers, actively listening, analyzing, and isolating tech issues.
- Ensure service delivered to our customers meets contractual Key Performance Indicator ('KPIs').
- Multitasking in systems while patiently providing step-by-step instructions.
- Calmly providing conflict resolution and navigating frustrated customer situations.
- Work independently with discipline and motivation to succeed in a virtual environment.

Graphic Designer (Internship)
RealtorShop.ca
April 2020 – August 2020

- Designed complete Brandings for Real estate Agents.
- Designed promotional items like Logo, Business card, just listed Postcard, just listed Door Hanger, Feature Booklet, Feature Sheet, Car Magnets, For Sale Sign, Open House Sign, Presentation Folder, branding Guide and social media posts for Realtors.
- Researched and presented items needed for social media marketing.
- Attended everyday meetings of work review and actively participated in discussions.
- Created mock-ups for clients so that clients could see what their logos and designs would look like on products.
- Worked with marketing team and photographers when creating assets to be used across all brand communications and marketing materials.
- Set up and optimize company pages within each platform such as Shopify.
- Maintained & updated website with current content and graphic.

Graphic Designer (Internship)
Fast signs, Ajax Canada
April 2019 – July 2019

- Designed 10+ high quality print projects delivered on time and on budget.
- Designed artistic Logo, business cards, brochure, flyers as per customers requirement.

- Experience working with various stages from Design, production and Installation of various signs, banner etc.
- Prepared files for web and large-scale printing.
- Experience working and maintaining various printing machines i.e., Banner printers, laminators.
- Successfully created and installed vehicle graphics.
- Experience with flyers, posters, road signs, packaging design.
- Effectively managed the timely delivery of multiple projects.
- Handled incoming and outgoing phone calls with an overall customer satisfaction, entered client details into the system.
- Transferred customer's calls to appropriate staff and gave information about all important products we offer.

Workshop Instructor Adobe Photoshop,
Gujarat India

June 2016 – July 2017

- Teaching young minds about the power of graphics designing.
- Helped students edit a photo of their choice.
- Teaching in front of large and small groups and delivering information effectively.
- Helped setting up PCs before this workshop.

EDUCATION

Interactive Media Design - Diploma
Durham College, Oshawa

January 2018 – April 2019

- Adobe Photoshop, Adobe Illustrator and Adobe After Effects.
- Contemporary coding frameworks for user interface (UI) and user Experience (UX) design.
- Digital and traditional illustration techniques and developed a proficiency in interactive storytelling.
- Responsible for the management of digital services: web hosting, file transfer services, online video hosting
- HTML3 and CSS3 to create intuitive website interfaces and layouts based on user centric design principles.
- Learned to use a digital single lens reflex (DSLR) camera and basic capture, edit and printing techniques.

Graphics, Web Design & Development
Arena Animation – Gujarat, India

June 2015 – December 2017

- Typography design, Creating Artworks and Concepts of programming.
- Graphics and illustrations & web designing concepts and UI/ UX for responsive design.

Computer Engineering – Diploma
L. J. Polytechnic – Gujarat, India

January 2013 – June 2015

- ✦ Develop, design and test software as well as construct and maintain computer applications for companies.
- ✦ Learned to use a digital single lens reflex (DSLR) camera and basic capture, edit and printing techniques.
- ✦ All aspects of computer using ANSI C, C++, JAVA, PHP etc.