

# Garvishtha Arya

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Link to portfolio: <https://garvishtha.github.io/portfolio/index.html>

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## Profile:

A design enthusiast with well developed inquisitiveness and perseverance. I tend to think out of the box, love to solve puzzles and follow a diverse yet aesthetic approach while designing. I create visual concepts using computer software and give them a personalised touch with my hand drawings to communicate ideas that inform and inspire customers. I have worked on several IT projects in the past and provided technical support to clients at various levels.

## Skills:

- Ability to analyze
- Critical Thinker
- Good Visualization
- Positive Thinker
- Figma
- Adobe After Effects
- Adobe Illustrator
- Adobe XD
- Adobe Photoshop
- Adobe Premiere Pro
- BluePrism
- MS Office and Project
- DBMS: MySQL, Oracle DB
- WordPress
- Languages: C, C++, Java, PHP, HTML, CSS

## Experience:

### Freelance UX Designer (Part- time)

May2021- Present

Leaf Fashion Studio, Ottawa, Canada

- To understand the client needs and budget.
- Create rough sketches, wireframes and mockups to understand the client's requirements.
- Make PowerPoint presentations to explain the time line and graphic design process to the client.
- Demonstrate excellence in user experience designing skills and contribute in the development of the website.

### Store Associate/Cashier/Customer Support Specialist/Order Picker (Part-Time) Jun2020-Present

The Home Depot, Ottawa, Canada

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Implemented innovative customer service strategies successfully, increasing satisfaction and customer retention to 80% likelihood to shop again that is first in the district.

### Project Lead/ Design Coordinator

Jan2021- Apr2021

National Children's Botanical Garden of Canada, Ottawa, Canada

- To manage a project within the design team from concept to production ensuring projects are delivered on time and budget.
- To provide leadership, set standards and communicate with the team as well as stakeholder and art director.
- To create and approve prototypes to fit the client's needs.
- Coordinate between team members and stakeholders.
- **Website delivered:** <http://ncbgarden.ca/>
- **Motion Graphic Video delivered:** <https://www.youtube.com/watch?v=8IeuY83q0fI>

### Student Assistant (Part-Time)

Nov2019- Mar2020

Registrar's Office, Algonquin College, Ottawa, Canada

- Perform different tasks like collecting feedback from students for various services provided by the college.
- Review certain websites and processes and then generating reports with observations and their outcomes keeping in mind user accessibility and college aesthetics.
- Help students with their fee payments using online banking.
- Identified student needs and provide financial aid solutions to students.

**Project Coordinator-Intern****Jan2019-Apr2020**

Swoosh Rides, Frankware Consulting, Ottawa, Canada

- Develop and communicate a project plan with roadmap, project schedule and milestones.
- Track project progress and complete required documentations on time.
- Prepare for and lead weekly meetings. Take and distribute meeting minutes and generate weekly status reports using Microsoft Word, Excel, PowerPoint and Outlook.
- Perform testing and quality checks for Swoosh Rides website and mobile application.

**Assistant System Support Engineer Trainee****Nov2018-May2019**

TATA Consultancy Services, Delhi, India

- Provided technical assistance to customers on inbound telephone tech support calls and through emails for various clients including financial institutions.
- Used remote access to perform troubleshooting when needed.
- Walked customers through step-by-step process for troubleshooting issues in online banking, account setup, password reset etc.
- Used good problem-solving skills for troubleshooting problems.
- Used great customer-service skills.

**Research Trainee****Jul2017-Dec2017**Institute of System Studies and Analyses, Defense R&D Organization,  
Ministry of Defense, Delhi, India

- Interfacing Java and Embedded SQL C Program in X-Windows based simulation Application.
- Provide ready access to all experimental data for the faculty researcher.
- Prepare articles, reports and presentations.
- Code and verify data in accordance with specified research protocol and coding procedures.

**Academic Qualifications:****Interactive Media Management (3.92/4.00)****2020-2021**

Algonquin College, Ottawa, Canada

**Project Management (3.51/4.00)****2019-2020**

Algonquin College, Ottawa, Canada

**Bachelors in Technology (Computer Science)****2014-2018**

Banasthali University, Rajasthan, India

**Diploma in Audio Engineering****2015-2016**

Banasthali University, Rajasthan, India

**Volunteering/ Positions of Responsibility:**

- Volunteered at India Canada Association (ICA) – Diwali Mela. (2019)
- Organized an event to **volunteer to teach the under-privileged students** living in less developed areas near the university during four years of graduation. This initiative is still being carried out at the university. (2014-2018)
- Volunteered for various events during college. The events included were not limited to Annual Diwali Fest, Annual Departmental Fest but also, cleanliness drives and traffic rules awareness campaigns. (2014-2018)
- Member of **Media Team** of MAYUKH'15-National cultural and technical fest. (2015)
- Member of **Management Team (Coverage)** of MAYUKH'16-National cultural and technical fest. (2016)
- **Team Member** of CORONA- Technical club of Banasthali University (2014-2018).
- Member of **Newsletter Team** (Banasthali University). (2014-2018)
- Member of **Social Media Team** (Banasthali University). (2015-2017)
- **Campus Ambassador** (GetMyUni). (2015)

**References:** Available on request