

SAMANTHA SYLVESTER

Digital Futurist

Portfolio: <https://suckerpunchqueen.github.io/>

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I am a skilled project coordinator with experience facilitating coordination across multiple teams and defining deliverable plans and associated work-back schedules. I collaborate closely with product management to identify available resources and suggest optimal allocation strategies. I follow through with marketing assets production milestones and maintain detailed meeting notes while ensuring timely follow-up on action items. I leverage JIRA and other task management resources as needed to keep projects on track. Additionally, I propose, implement, and facilitate process improvements to enhance efficiency and streamline workflows. Finally, I develop strong relationships with the production team and external stakeholders to foster effective communication and ensure project success.

Skills

- Traditional art, digital art, virtual reality, augmented reality, and video production
 - Musician in strings, wind instruments, digital software, producing & live sound
 - 3D printing, modifications & design, Robotics & engineering
 - Problem-Solving, Detail Oriented
 - Leadership, Team player, Creative Thinker
 - Microsoft Suite & Adobe Creative Suite
 - Blender, Unreal Engine
 - HTML, CSS, Javascript
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Experience

Freelance Artist & Designer

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| 2019 - Current | <ul style="list-style-type: none">• Freelance graphic design; designing logos, posters, and social media content. |
| <i>Self-Employed</i> | <ul style="list-style-type: none">• Professional Traditional Artist with international painting sales. |
| - | <ul style="list-style-type: none">• Running my own Etsy store as a side business by creating custom art for tabletop card games. |
| <i>International</i> | |

Seasonal Customer Service Representative

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| 2019 - 2022 | <ul style="list-style-type: none">• Resolved concerns with products or services to help with retention and drive sales. |
| <i>Radius Global Supply</i> | <ul style="list-style-type: none">• Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns. |
| - | <ul style="list-style-type: none">• Operated in dynamic, high-volume environments to provide skilled assistance to more than 20 customers each day. |
| <i>Mississauga, Ontario</i> | |

Graphics, Marketing & Sales, Event Management

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| 2019 - 2021 | <ul style="list-style-type: none">• Designed website layouts, templates and unique branded looks. |
| <i>Gotham Central</i> | <ul style="list-style-type: none">• Developed marketing content such as biogs, promotional materials and advertisements for social media. |
| <i>Comics & Collectibles</i> | <ul style="list-style-type: none">• Analyzed and reported social media and online marketing campaign results. |
| - | <ul style="list-style-type: none">• Event management, tournament management and event coordination. |
| <i>Mississauga, Ontario</i> | |

Assistant Creative Director & Graphic Designer

2017 - 2020

*Mircom Group of
Companies,
-
Vaughan, Ontario*

- Designed website layouts, templates and unique branded looks.
- Completed in-depth product design tests using updated software tools .
- Built corporate brands by designing cohesive looks between elements.
- Designed packaging with company brand aesthetic.
- Lead a team of marketing professionals.
- Created designs and collaborated with technical team to complete projects.

Photographer & Editor

2015 - 2017

*Metalworks Institute, -
Mississauga, Ontario*

- Determined and adjusted subject position, props and lighting equipment while selecting camera angles to optimize final product.
- Digitally edited photos to enhance appearance.
- Photographed high-quality images for various print and digital projects.
- Offered image proofs to help clients choose best photos from shoot.

Private Swimming Instructor & Lifeguard

2015 - 2016

*Credit Valley Golf and
Country Club,
-
Mississauga, Ontario*

- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor .
- Developed and maintained courteous and effective working relationships .
- Assisted in setting up pool deck, cleaning up public areas and closing pool in unsafe conditions .
- Taught daily swim instruction to students varying in ages and skill levels .
- Organized and taught swimming lessons to children aged 6 months to adults as well as the elderly.

Education

Bachelor of Design: Digital Futures

2017 - 2021

*OCAD University
-
Toronto, ON*

- Professional development completed in:
 - Graphic Design,
 - Game Design,
 - Basic Robotics,
 - 3D Asset Design
- Member of Tabletop Design Club

Diploma of Professional Sound: Professional Sound

2015 - 2017

*Metalworks Institute
-
Mississauga, ON*

- Professional development completed in:
 - Digital Sound Design
 - Live Sound Design
 - Event Organization & Management