

Alexandria Blanchard (She/Her)

Calgary, Alberta

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Motivated and detail-oriented junior graphic designer with a passion for creating visually compelling solutions that captivate audiences. Proficient at managing time effectively and delivering results under tight deadlines. Known for a solution-oriented approach, strong organizational skills, and a creative mindset. Committed to providing clients with innovative design solutions that align with their brand identity. Exceptional communication skills and a meticulous eye for detail contribute to collaborative, successful projects.

Skills and Abilities

- Proficient in Adobe Creative Suite (Photoshop, Illustrator)
- Ability to create visually appealing graphics and layouts
- Strong communication and collaboration skills to work effectively in a team
- Strong time management and organizational skills to meet project deadlines
- Strong understanding of design principles and composition
- Excellent attention to detail and accuracy in design
- Ability to take constructive feedback and make revisions accordingly
- Ability to work under pressure and handle multiple projects simultaneously

Professional Experience

Knix Wear, Inc.

Calgary, Alberta

Key Lead

October 2022- Present

- Supported the management team by performing opening and closing procedures as well as various daily tasks such as generating reports on key performance indicators, setting up and closing the POS system, and gathering feedback from guests and staff regarding products and daily operations.
- Demonstrated exceptional product knowledge and interpersonal skills in discussing sensitive topics related to the products we offer, while maintaining a professional demeanor and ensuring a positive customer experience.
- Engage with customers and team members with empathy and respect, while calmly approaching problem-solving to ensure effective resolution of issues.

April 2022- October 2022

MLT Aikins LLP

Calgary, Alberta

Annual Return Clerk

- Supported the corporate department by managing day-to-day tasks such as conducting corporate searches, reviewing invoices and triaging departmental emails.
- Created and drafted necessary documentation for updating corporations with corporate registry.

2021- March 2022

Field LLP

Calgary, Alberta

Annual Return Clerk, Alberta

- Coordinated with the team to manage annual return filing with corporate registry for provincial, federal, extra-provincial, and New West Partnership Trade Agreement for the firm.
- Reviewed and updated the minute book of the corporation.
- Provided client support by addressing inquiries related to annual representation or minute book maintenance.

Corporate Clerk, Yellowknife

2020

- Managed annual return filing with corporate registry for territorial, federal, and extra- territorial jurisdictions for the firm.
- Supported the drafting and filing of extra-territorial incorporations and amalgamations.

Legal Assistant – Collections

2019- 2020

- Provided assistance to lawyer and collections paralegal by drafting and filing various judicial collections documents.

Certifications**Interactive Design Diploma**

Southern Alberta Institute of Technology

Anticipated Graduation Date: April 2025

CORES Level 1

Alberta Corporate Registry

2021

Legal Assistant Diploma

Bow Valley College

2017- 2019

Volunteer Experience

Calgary Stampede Parade

2023

Calgary, Alberta

- Coordinated the arrangement of volunteer tents, devised emergency exit strategies, and planned temporary housing arrangements for horses overnight.
- Managed the arrival of horse trailers at Fort Calgary, facilitated smooth traffic flow, assisted with parking of trailers, provided water for horses, and addressed inquiries of parade participants.

Habitat for Humanity

2014

Edmonton, Alberta

- Collaborated with the Habitat team to provide affordable housing solutions to the community by installing bathroom tubs, assisting in the framework construction of a basement, and setting up drywall in living rooms. Contributed towards the goal of enabling individuals to become homeowners.