

RD

REBEKAH DE JONG

Graphic and Layout Designer

CONTACT

Toronto, Ontario, M5V 4A5

1(613) 898 8116

rebekahjanedejong@gmail.com

PORTFOLIO

behance.net/rebekahjan8003

TECHNICAL SKILLS

Proficient in both Mac and Windows operating systems

ADOBE CREATIVE SUITE

InDesign

Acrobat Pro

Illustrator

Photoshop

MICROSOFT OFFICE

Word

Excel

Powerpoint

SUMMARY

- Graphic Designer and Layout Artist with a demonstrated history of working in the desktop publishing industry and experience designing information-dense products.
- Possesses extensive knowledge in Adobe Creative Suite and Microsoft Office.
- Detail oriented and thinks outside the box to solve problems.
- Excellent communication and organizational skills.
- Works well with others and individually. Welcomes critique and feedback from colleagues.
- Demonstrates great customer service skills.
- Curious and open to learning new skills and technologies. Learns new processes quickly. Has a passion for continuous improvement.
- Reliable and punctual. Motivated to finish projects and tasks.
- Interested in and open to working in the Tech Industry.



WORK EXPERIENCE

DESKTOP PUBLISHING SPECIALIST - Teknion Limited (Toronto, ON)

October 2017 - Present

- Develops and maintains Application and Price Guides, while maintaining the brand, ensuring information is accurate, and working within a specific schedule.
- Modifies and manipulates technical illustrations using Adobe Illustrator and Photoshop.
- Communicates with team members and Project Coordinators to receive and confirm information for Guides.
- Initiates and proposes solutions for the development of Guides.
- Assists the team to convert all existing Guides from Quark Express to Adobe InDesign.

FORMS SPECIALIST / SENIOR PROJECT OFFICER - Canada Revenue Agency (Ottawa, ON)

March 2016 - September 2017

- Created, edited, and reviewed tax forms.
- Monitored, tracked, and reported progress and status of projects.
- Recommended next steps required to continue the project and the resulting expected date of completion.
- Attended meetings and provided input for upcoming projects.
- Communicated with clients to design mock-ups for the External Administrative Correspondence project.

DESKTOP PUBLISHER - Canada Revenue Agency (Ottawa, ON)

July 2015 - March 2016

- Created and maintained templates in various software, and designed graphic illustrations.
- Formatted publications and various documents using desktop and graphic design software, and prepared electronic documents for Internet upload.
- Prepared pre-press material for publications, forms and information products in computer-to-plate format.
- Wrote instructions and specification sheets for templates.

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WORK EXPERIENCE

PHOTO TECHNICIAN / GRAPHIC DESIGNER - Sooter's Photography (Ottawa, ON)

July 2013 - July 2015

- Designed a variety of printed materials for both clients and store promotion.
- Independently managed store. Took and processed orders to ensure customer satisfaction.
- Took professional passport/visa/ID photos.

GRAPHIC DESIGNER - Freelance

July 2012 - Present

- Works with clients to make designs that meet their approval.
- Specializes in newsletters, invitations, logos, and promotional materials.



EDUCATION + CERTIFICATIONS

AKENDI USER EXPERIENCE COURSES

- February 2017
- Completed courses in:
 - Introduction to User Experience Design & Experience Thinking
 - Interaction Design
 - Visual Design for User Experience

DIPLOMA IN PRINT MEDIA

- Algonquin College, 2011-2012
- Fall 2011-Spring 2012 Dean's List
- Graduated with Honours
- Completed co-op at Mission Stream studio