



# MELANIE BURGESS

## Graphic Designer

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## Skills and Abilities

In-depth knowledge of Adobe Creative Suite — including Photoshop, Illustrator and After Effects.

Proficient in HTML and CSS.

Excellent communication and problem-solving skills.

Able to prioritize work, multi-task, and meet project deadlines.

Willing to go above and beyond and flexible in regards to schedule.

Solid understanding of current design trends, UI principles and usability issues.

Fully bilingual in English and French — spoken and written.

Impeccable design skills including layout, information design and typography.

## Education

### Algonquin College

**2010 – 2013**

Advanced Diploma in Graphic Design (with honours)

Recipient of the Bruce Rawlins Award for demonstrating academic excellence, creativity and professionalism.

### University of Ottawa

**2007 – 2010**

General Bachelor of Arts (Magna Cum Laude)

## Work Experience

### Freelance Designer • [melanieburgess.ca](http://melanieburgess.ca)

**APRIL 2012 – PRESENT**

Develop a wide variety of branding and marketing-related items for various clients such as the University of Ottawa, Eastern Script, Susan Leigh Consulting, La Biosthetique Canada, AN Design, and others.

Work on multiple projects for web and print — document layout, logo design, motion graphics, social media marketing, digital content creation, etc.

Deliver high quality work in a timely manner within brand guidelines and budget restrictions.

Interpret client needs to establish project goals and objectives.

Plan and manage projects from initial concepts through to completion.

Maintain open client communication and be receptive to feedback in order to establish a professional relationship and ensure project success.

### Graphic Designer • [BibNumbers.com](http://BibNumbers.com)

**JUNE 2014 – PRESENT**

Design and produce custom identification products for various events across North America.

Assist customers through the ordering process and make product recommendations based on client needs and budget.

Handle a heavy workload in a fast-paced environment while effectively carrying out every step of the production process.

Train new employees and assist in the development of their skills.

Collaborate with other team members on a variety of internal marketing and social media projects.

Create and maintain graphic assets and components of the company website through Craft CMS.

### Junior Graphic Designer • [Canada Post Corporation](http://Canada Post Corporation)

**MARCH 2013 – APRIL 2014**

Designed internal and external communications, regular publications, reports, posters, brochures, web ads, forms, presentations, signage, motion graphics, etc. while adhering to an established corporate style.

Performed production-related duties — photo editing, document layout, proof reading, etc.

Executed high quality work for various departments while handling multiple projects and following critical timelines.