





MELANIE BURGESS

Graphic Designer

 melanieburgess.ca

 melanie@melanieburgess.ca

 613.790.3263

 217 KINGSWELL ST
OTTAWA ON K1T 0L1

Skills and Abilities

Highly proficient in the use of graphic design software for various project types

Solid understanding of current design trends and best practices across multiple platforms

Working knowledge of responsive web design, content management systems and front-end languages (HTML and CSS)

Excellent organization and problem-solving skills

Able to prioritize time and work, multi-task, take initiative and meet project deadlines

Fluent in English and French with excellent oral and written communication skills in both languages

Attentive to detail, self-motivated and able to work efficiently under minimal supervision

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

Marketing Specialist • Dustbane Products Ltd.

JUNE 2017 – PRESENT

Work on multiple projects for web and print including document layout, social media marketing, digital content creation, technical design, newsletters, product photography, etc.

Design and manage company website through Craft CMS.

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

Interpret business needs to establish project goals and objectives.

Maintain open communication with various internal teams and be open to feedback in order to establish a professional relationship and ensure project success.

Graphic Designer • BibNumbers.com

JUNE 2014 – MAY 2017

Designed and produced custom identification products for various events and clients across North America.

Assisted customers through the ordering process and made product recommendations based on client needs and budget.

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

Trained new employees and assisted in the development of their skills.

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

Redesigned and managed company website through Craft CMS.

Junior Graphic Designer • 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 including photo editing, document layout, proofreading, minor translations, etc.

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