



MELANIE BURGESS

Graphic Designer

🖱️ cyan.melanieburgess.ca

✉️ melanie@melanieburgess.ca

☎️ 613.790.3263

📍 217 KINGSWELL ST
OTTAWA ON K1T 0L1

Skills and Abilities

Highly proficient in Photoshop, Illustrator, After Effects, Acrobat, and Microsoft Office

Excellent communication and problem-solving skills

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

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

Solid understanding of current design trends and best practices for web and print

Fully bilingual in English and French — spoken and written

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

Freelance Designer • 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, SAI Global, 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.

Senior Graphic Designer • BibNumbers.com

JUNE 2014 – PRESENT

Design and produce custom identification products for various events and clients 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

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.