

# hey, hi, and hello!



**EVICA MAI**  
Junior Graphic Designer

## SUMMARY

As a highly-driven and detail-oriented junior graphic designer, I have extensive experience and knowledge in creating visually appealing designs and utilizing Adobe Creative Suite. My ability to collaborate with clients and team members with the skills I have gained from over two years in the hospitality industry, combined with my infectious passion for the latest design trends and technologies, make me an ideal asset to any team.

*evica mai  
wants  
to work  
with  
you!*

## CONTACT

416-875-6098  
evica.m0707@gmail.com  
evicamai.com

## ACHIEVEMENTS

RANKED #5 OVERALL  
FOR ART ACADEMY  
CONTEST  
Hillel Academy  
2019

ART ACADEMIC  
STANDARD  
ACHIEVEMENT  
AWARD  
Hillel Academy  
2018

## WORK EXPERIENCE

### MARKETING ASSISTANT

Canadian Integration Solutions Inc.

2020 - 2022

- responsible for website design and development
  - development of logos for both sub-companies and branding
- provide reports on marketing performance, provide support for marketing campaigns, and handle social media profiles
  - ensure the products and services presented meet the needs of the target audience and build the credibility of the company

### FRONT DESK RECEPTIONIST

Si Ming Tutor Centre

2020

- collaborate effectively with parents and teachers of the company to increase student performance (assist new applicants to apply for the company's available programs)
- answer and manage a multiple-phone line system
- manage outgoing mail and packages for pickup
- handle filing and data entry as requested

## SKILLS

Web Design	Strong Communicator
Illustration	Adaptive Team Player
Product Design	Excellent Multi-tasker
Branding	Energetic & Positive
Marketing	Attitude
Logo Design	Feedback taker
Video Editing	Mandarin
	Cantonese

## EDUCATION

### INTERACTIVE MEDIA DESIGN

Fanshawe College  
2020-2023

### COMPUTER SCIENCE & BIOLOGY

Hillel Academy  
2012 - 2020

# ARNOLD STREET MEDIA INC.

## ADVERTISING SERVICES

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March 5, 2023

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Emily Silverman  
CEO & Founder of  
Arnold Street Media  
Inc.

147 Liberty St, Toronto,  
ON, M6K 3G3, CA.

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416-875-6098  
EVICAMAI.COM  
1EVICA.M0707@GMAIL.COM

## EVICA MAI

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INTERACTIVE MEDIA STUDENT

Dear Ms. Emily Silverman

I am writing to express my interest in the Intermediate Graphic Design position at Arnold Street Media Inc, found on the company's LinkedIn job posting. As a student in the Interactive Media Design program at Fanshawe College, I am excited to apply my knowledge and skills to a professional innovative setting present in your company.

During my studies, I developed a strong foundation in design principles and technical skills in Adobe Creative Suite. I also had the opportunity to work on various projects, including branding packaging and web design, for Canadian Integration Solutions Inc, an immigration firm. I believe these experiences have prepared me to take on the challenges of the role.

In addition to my technical skills, I possess excellent communication, collaboration, and adaptive abilities. I have experience working with clients and team members from the multiple skills I have gained from working in the hospitality industry for over two years, varying from sales associate to front desk receptionist to marketing assistant. In fact, I understand the importance of listening to feedback and incorporating it into my work. I am also passionate the web and product design trends and technologies, which is how I got to know of your company via the branding collaboration with Delia Skin Care natural organic skincare line in the year 2020. The packaging is not only visually appealing and in line with their organic vegan brand, but also recognizable and minimal. As someone who values both form and function, I can see how the product stands out in the skincare market.

I am confident that my skills, passion, and eagerness to learn and apply the knowledge I have learned would make me an ideal addition to the Arnold Street Media Inc. team. Thank you for considering my application. I look forward to the potential opportunity to discuss my qualifications further, where I have included my contact information in the left corner below.

Respectfully yours,



Evica Mai



## PROFILE



# EVICA MAI

Interactive Media Design Student



416-875-6098



evica.m0707@gmail.com



Design Thinking



Content Planning



Graphic Design



3D Design Software



Video Editing



Motion Graphic



## SKILLS



## EXPERIENCES



### MARKETING ASSISTANT

Canadian Integration Solutions Inc. |  
2020-2022

- responsible for website design and development, including logo and marketing strategies and social media profiles
- ensure the products and services presented meet the target audience and build the credibility of the company

### Motion Designer

Fanshawe College - FIP Anti-bullying  
Sports Campaign | 2023

- Tasked to create animated artwork and mascots for various mediums
- Responsible for the promotional materials to relay anti-bullying memos for the LGBTQ+ community in sports overall



## EDUCATION



**Interactive Media Design (2020)**  
Fanshawe College

**Computer Science (2020) | Swim and  
Tennis Team Member**  
Hillel Academy

## PERSONAL SKILLS

- **Languages:**  
Mandarin, Cantonese, English
- **Strong Communicator**
- **Adaptive Team Player**
- **Excellent Multi-tasker**
- **Energetic & Positive Attitude**
- **Feedback taker**
- **"People-first" Attitude**
- **Racket Player**

Portfolio: [evicamai.com](http://evicamai.com)



**CRAIG MONGEON****Head of Human Resources of Maple Leaf Sports & Entertainment MLSE****50 Bay St. #500, Toronto, ON M5J 2L2****EVICA MAI****Interactive Media Design Student****416-875-6098****evica.m0707@gmail.com****Dear Mr. Craig Mongeon,**

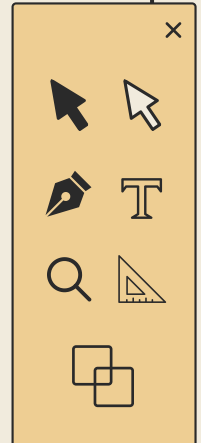
I am writing to express my interest in the Junior Graphic Design position at Maple Leaf Sports & Entertainment Ltd. (MLSE), found on the company's LinkedIn job posting. As a student in the Interactive Media Design program at Fanshawe College and an avid lover of bold designs, I believe I would be a great addition to your team.

Through my education and previous hospitality experiences, I developed a strong foundation in design principles and technical skills in Adobe Creative Suite and other industry-standard design software, such as Wix. I also had the opportunity to work on various projects, including branding packaging and web design, as a marketing assistant for Canadian Integration Solutions Inc, an immigration firm, and an anti-bullying LGBTQ+ sports campaign project. I believe these experiences, including my knowledge of Adobe Creative Suite, Six, and GoDaddy have prepared me to take on the responsibilities of the role.

In addition to my technical skills, I have a passion for teamwork, collaboration, and innovative approaches. I believe working collaboratively with everyone is vital to success and a positive work environment. My ability to communicate effectively and enthusiasm to work with anyone has allowed me to excel in group projects and I am eager to bring this skillset to your design team. Outside of design, my passion extends beyond the computer screen and into racket sports, particularly tennis, squash, and badminton. I believe sports have taught me the value of dedication, perseverance, discipline, sportsmanship, strategy, and creativity, all of which allowed me to excel not only in the world of sports and studies but also in the world of design. With my previous experience working with clients and team members, I believe that my combination of technical design skills and a collaborative mindset make me an ideal candidate for this role.

I am eager to join a team and company that shares my passion for design and values teamwork. I am confident that my experience, skills, and enthusiasm would make me a valuable addition to your team. Thank you for considering my application and I look forward to discussing my qualifications further, where I have provided my contact information above.

Respectfully yours,

*Evica***Evica Mai**

# Evica Mai



416-875-609  
EVICAMAI.COM  
EVICA.M0707@GMAIL.COM

A creative student with over 2 years of experience in the hospitality industry, as well as a solid foundation in web development and design. Known for my exceptional writing skills and my strategic approaches, I have extensive experience and knowledge in creating visually appealing designs, utilizing Adobe Creative Suite. My ability to collaborate with clients and team members, combined with my infectious passion for the latest design trends and technologies, make me an ideal asset to any team.

## WORK EXPERIENCE

### Front Desk Receptionist

Si Ming Tutor Center | 2020

- collaborate effectively with parents and teachers of the company to increase student performance (assist new applicants to apply for the company's available programs)
- answer and manage a multiple-phone line system
- managing outgoing mail and packages for pickup
- handle filing and data entry as requested

### Marketing Assistant

Canadian Integration Solutions Inc. | 2020-2023

- responsible for website design and development
- development of logos for both sub-companies and branding
- provide reports on marketing performance and provide support for marketing campaigns, and handle social media profiles
- ensure the products and services presented meet the target audience and build the credibility of the company

## TECHNICAL SKILLS

- Web Design
- Illustration
- Product Design
- Branding
- Marketing
- Logo Design
- Video Editing
- Strong Communicator
- Adaptive Team Player
- Excellent Multi-tasker
- Energetic & Positive Attitude
- Feedback taker
- Mandarin
- Cantonese

## EDUCATION

### Interactive Media Design

Fanshawe College

### Computer Science

Hillel Academy

## VOLUNTEERS

Volunteered at Zhu Jiang New City

Public Library for Youth Floor |

summer 2019

# Evica Mai

416-875-6098

evicamai.com

evica.m0707@gmail.com

March 5, 2023

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**Tajinder Rataul**

Human Resources

Representative Consultant

City of Toronto

100 Queen St., Toronto,  
ON, M5H 2N1, CA

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Dear Ms. Tajinder Rataul,

I am excited to apply for the Web Content Coordinator position at the City of Toronto. As a student of the Interactive Media Design program at Fanshawe College, I am confident that my strong writing and editorial skills, combined with my passion for creating engaging and informative web content.

In addition to the technical skills in web design and development I have gained within the interactive media design program, I possess excellent communication and collaboration abilities. I have experience working with clients and students at least around the age of 10 years old at Si Ming tutor center as a front desk receptionist. I also had the opportunity to work on various projects, including branding packaging and web design, for Canadian Integration Solutions Inc, an immigration firm. I believe these experiences have prepared me to take on the challenges of the role.

Although I lack experience in data analytics and metadata, I am eager to learn and expand my skillset in these areas as I am a quick learner and always a knowledge seeker in improving my work approach. I understand the importance of search engine optimization (SEO), the importance of utilizing keywords, and other methods to improve searchability.

I am confident that my skills, passion, and eagerness to learn and apply the knowledge I have learned would make me an ideal addition to the city fo Toronto children's services team. Thank you for considering my application. I look forward to the potential opportunity to discuss my qualifications further, where I have included my contact information in the left corner below.

Sincerely,



Evica Mai