Maninder Kaur

Graphic Designer

778-387-3133 | kaur.ginni17@gmail.com | Portfolio: https://ginni89.github.io/portfolio2/

EDUCATION

Graphic Design Diploma
Vancouver Career College   Surrey, BC 2021

Graphic Design Certificate
British Columbia Institute of Technology
Burnaby, BC 2011

SKILLS

- Microsoft Office Suite
- Adobe Creative Suite
- Customer Service
- HTML / CSS
- Attention to detail
- CorelDraw
- Maya
- Dreamweaver

LANGUAGES

- English
- Punjabi
- Hindi

EXPERIENCE

Graphic Designer & Customer Service Representrative
InPrint Graphics & Copying Ltd.
April 2014 - September 2019

- Working closely with clients to create vision, conceive designs, and consistently meet deadlines and requirements
- Completes projects on software such as Adobe Creative Suite and Corel Draw
- Designs letterhead, Signs, Business cards, Brochure, Wedding Cards etc
- Contributes to team effort by accomplishing related results as needed

Graphic Designer & Customer Service Representrative
Shan Printing
September 2012 – February 2014

- Receiving phone calls and calling clients for their approval
- Creating final designs, working to a deadline and budget
- Amending designs according to the clients' final comments
- Proofreading and preparing designs to be sent to print
- Designing Signs, Letterheads, Invoices Books, Business Cards, Wedding and Greeting Cards
- Excellent Customer Service

Receptionist
Techno Metal Works Ltd.
December 2008 – March 2011

- Booking appointments / answering phones
- Taking orders / completing invoices
- Customer Service