# Maninder Kaur

## **Graphic Designer**

778-387-3133

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https://ginni89.github.io/portfolio2/

#### **EDUCATION**

#### **Graphic Design Diploma**

Vancouver Career College Surrey, BC 2021

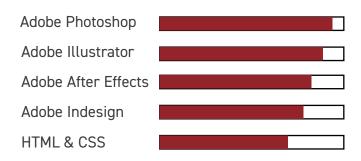
#### **Graphic Design Certificate**

British Columbia Institute of Technology Burnaby, BC 2011

### **ATTRIBUTES**

- Organized
- Attention to detail
- Creativity
- Patience
- · Always learning
- Consistency
- Problem solver

#### **SKILLS**



#### **EXPERIENCE**

# Graphic Designer & Customer Service Representrative

InPrint Graphics & Copying Ltd. April 2014 - Sept 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

### <u>Graphic Designer &</u> Customer Service Representrative

Shan Printing

Sept 2012 - Feb 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.

Dec 2008 - March 2011

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