

# 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

Adobe Photoshop	<div><div></div></div>
Adobe Illustrator	<div><div></div></div>
Adobe After Effects	<div><div></div></div>
Adobe Indesign	<div><div></div></div>
HTML & CSS	<div><div></div></div>

## EXPERIENCE

### Graphic Designer &

### Customer Service Representative

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

### Graphic Designer &

### Customer Service Representative

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