

Helena Beamish

778-348-6350

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EXPERIENCE

Communication Design Diploma

First Year Completed, Courses completed listed in 'Education'
Have done work with my faculty as well as outside work for community small businesses

River Ink Printing and Signs

Administrative assistant
Billing, creating estimates, help facilitating design and print jobs with docket or hands-on, customer service

Ohspa

Spa experience Coordinator/ Front desk reception
Booking, cleaning, cash-out, customer service

Coastland Veterinary Hospital

Animal Care Aid and Receptionist
Animal care & restraint, CE, cleaning protocols, help tech's & veterinarians carry out duties

Steve Marshall Ford

Online Marketing Coordinator & Receptionist
Cooperating to 4 dealerships social media platforms, making video ads and google ads, Receptionist

EDUCATION

NIC Communication Design Diploma student

Courses completed:

DGL 101- Digital Culture, 102-Graphic Design Foundations, 103-HTML & CSS, 105-Digital Graphics, 111-User Experience & Interface, 112-Typography

FIN 247-Intro to Digital Photography, 201-Video & Sound

SKILL & CERTIFICATES

Adobe Programs

(Illustrator, Indesign, XD, Photoshop, lightroom Classic, Premiere Pro, Spark, Fireworks)

Microsoft Programs

Level 1 food safe

Serving it right

8+ years of customer service experience

TRAITS

Creative

Innovative

Attention to detail

Intuitive

Determined

Team Player

Reliable and Flexible

Eager

**REFERENCES AVAILABLE
UPON REQUEST**

ENG 115-Essay Writ/Crtcl Anlys

PSY 130- Intro Psychology

