

# Maria Cortez

(613) 805-1331 | mcortezpisano@gmail.com

[LinkedIn](#) | [Portfolio](#)

## Work Experience

### Graphic Design Intern, Invest in Canada, Ottawa, CA

Oct. 2023 – August 2024

A valid Reliability Security Clearance until 2033.

- Designed digital and print material for international and domestic events such as name tags, welcome screen signs, invitations, booths, events collaterals, magazine ads and presentations, by integrating IIC and partners' branding.
- Created internal communication material like intranet banners, infographics, illustrations, icons, MS Teams backgrounds, video loops, thumbnails and social media posts.

### Graphic Design Summer Student, Canada Post, Ottawa, CA

May 2023 – Aug. 2023

- Designed iTV slides, banners and social media content for CP stamps and other internal campaigns.
- Created visually appealing marketing materials like newsletters, signage and print materials for several campaigns by following brand and accessibility guidelines.
- Managed CP photo bank and retouched huge batch of images from photo shoots around Canada.
- Worked on video editing and motion design projects with the Canada Post video production team.

### E-commerce and Graphic Designer, PastPresentFuture, New York, US

Apr. 2021 – Sept. 2022

- Managed well-known beauty brand clients like Hair.com, Kérastase, Shu Uemura, Athleta and JINsoon. Retouched nail cuticles and skin, and color correction for PDP images and NYFW model shoots. Also, communicated with vendors from the US and South Korea.
- Developed website assets, monthly social media content calendar, packaging, email newsletters and printed pieces for "Hair.com" and "JINsoon" to launch sale campaigns.
- Worked on admin tasks such as scheduling SMS, social media posts, ads campaigns on Google Ads and Meta Suite; updating the website content, theme and blog; and monitoring analytics.

### Graphic Design Intern, LionLab, Lima, PE

Jan. 2020 – Jun. 2020

- Designed effective branding and event collaterals for clients.
- Created web design and assets, wireframes, retouched photos and mockups for desktop and mobile versions.

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## Education

[Interactive Media Design Diploma](#), Algonquin College, Ottawa, ON

Sept. 2022 – Aug. 2024

- Dean's Honour List: GPA 3.96/4.0
- Courses include: Web Development (HTML, CSS and JavaScript), UX/UI, Web Design, Graphic Design, Video Production, Photography, Motion Graphics, and Content Management Systems.

[Bachelor of Professional Graphic Design](#), Universidad Peruana de Ciencias Aplicadas, Peru

Mar. 2016 – Dec. 2020

- Courses include: Packaging, Branding, Marketing, Illustration, UX/UI, and 3D Animation.

## Skills

**Software Tools:** Adobe Creative Cloud (Illustrator, Photoshop, InDesign, Lightroom, After Effects, Acrobat and Premiere Pro), Camera Raw, Figma, and Microsoft Office.

**Programming Languages:** HTML, CSS and basic Javascript.

**Database Management:** Drupal, Brightspace and WordPress.

### Additional Qualifications:

- Knowledge of design accessibility and Web Content Accessibility Guidelines (WCAG 2.0).
- Demonstrated excellent time management skills and ability to work under strict deadlines.
- Strong communication and interpersonal skills to present design projects to clients.
- Demonstrated attention to detail, enhanced through my experience designing according to brand guidelines for consistency.

## Additional Skills

**Languages:** English (Advanced), French (Advanced) and Spanish (Native).

**Social Media Management:** Later and Meta Business Suite.

**E-Commerce:** Shopify, Mailchimp, Klaviyo, Google Analytics, Google SEO, BigCommerce and Attentive.

**Operating Systems:** Microsoft Windows and Mac Operating System.

**Other Skills:** Accountability, responsibility, adaptability, teamwork, detail-oriented, problem-solving, creativity, willingness to learn, customer-oriented, organization, and multitasking.