Alona Filanova

Graphic Designer

Contact information

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About me

Graphic Designer. Photographer.

I`m very creative, hardworking, multi-tasked, able to work in short time frames. Attention to details helps me to perform well in any projects I am responsible for.
Communications skills help me to understand and put forward my points to the team members and customers along with understanding their points.
Team member skills help me to organize work in a group of people. It helps me to develop such skills as: leadership, taking personal responsibilities, planning agendas/meetings, creating new ideas, dealing with stressfull situations.

Languages

Mother tongue
Ukrainian, Russian

Foreign Languages
English, French, German

English	
Reading	Fluent
Speaking	Fluent
Writing	Fluent

French	
Reading	Intermediate
Speaking	Intermediate
Writing	Intermediate

German	
Reading	Beginner
Speaking	Beginner
Writing	Beginner

Capabilities / Skills

Professional
- Customer service
- Team leadership
- Interpersonal communication
- Multitasking
- Networking
- Photography
- Sales
- Working collaboratively
- Color theory

Personal
- Creativity
- Time management
- Assertiveness
- Deadline management
- Flexibility
- Confidence
- Attention to details
- Critical thinking
- Organizational
- Initiative

Technical
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Lightroom
- Adobe Animate
- Adobe AfterEffects
- HTML/CSS
- Microsoft Word
- Microsoft PowerPoint
- Pinnacle Studio

Education and trainings

2017 - Present time
Graphic and communication design
New Brunswick Community College

I'm studying Color Theory, learning Adobe Suite and other design software along with Pphotography basis, Interpersonal Communication, Copywriting and Information Design. We have projects with real clients which helps to get necessary experience for the future job.

2016 - 2017
Photographer/Gallery Host (Certificate)
Carnival Cruise Lines

Main subjects/occupational skills covered: Team work, sales, time-management, problem-solving, leadership, photographic skills, interpersonal communication.

2012 - 2016
Translator/Interpreter (Bachelor's degree)
Zaporizhzhya national university (Ukraine)

Main subjects/occupational skills covered: English speaking, writing, listening, reading; French speaking, writing, listening, reading; History of Great Britain; History of Ukraine; Theory of translation of English; Technical translation and basis of interpretation.

Work experience

Present time
Freelancer (Graphic Design/Photography)
Self-employed

I'm working as a freelancer online creating different kinds of design, such as website templates, logos, flyers, brochures and banners, book and magazine covers, newsletters, posters and business cards. Along with design job I'm also doing photo-retouching and editing.

Present time
Cashier
Papa John's Pizza

My main responsibilities are: taking orders over the phone and in store; giving away orders that are already made, taking payments, helping on the makeline as well as on the cut table. However, my biggest goal is to make sure that customers are leaving the store happy that they got the service they expected to get.

2016 - 2017
Photographer/Gallery Host
Carnival Cruise Lines

My main responsibilities were: capturing guests' smiles and best moments, delivering high-level customer service, managing the gallery, making orders for all goods and retails, doing inventories, making schedules, dealing with complicated situations and all the complaints, obtaining meetings, organizing Carnival Cruise Ship's team work.

2013 - 2015
Translator (Freelance+Tutoring)
Self-employed

I was doing translation of academic and general texts, articles, papers, theses. Along with written translation, I was getting orders for oral interpretetion of foreign speakers on meetings and conferences.
During that time I was also working as an English tutor.

2010 - 2016
Supervisor, Host, Barista, Waitress, Cashier (May-September)
Café "La Cambuse"

During this 7 years period I held different positions, but all of those were related to the customer service field. I had to maintain a high quality service, handle difficult situations, to be in charge of the team, cooperate with the kitchen staff, servers, and the rest of the employees.