

# Renu Bala

## Web Designer

### OBJECTIVE

As a web designer my objective is to make a positive impact on clients, co-workers and the Internet using my skills and experience to design compelling and attractive websites.

### Personal info



#### ADDRESS

73 Thornbush Blvd,  
Brampton, ON, L7A  
0A8,  
Canada.



#### PHONE

+1(514)594-5353



#### EMAIL

rbgarg4881@gmail.com



#### WEBSITE

<https://renu286.github.io/Portfolio/>

### EXPERIENCE

01/2020--02/2022

CDI College, Montreal (experience as a student)

- Learnt how to interact clients about the project.
- Convert PSD to HTML.
- Modifying and making changes according to client's requirements.
- Checking for error and re-bugging websites.
- Creating few demo pages for client approval.
- After client approved the design, then the next step to create the live website.
- Making the website responsive.

4 months experience (as Admin assistant)

411b5 GROUP INC, Montreal

My main responsibilities were

- Schedule and confirm appointments and meetings
- Respond to telephone, in-person and email enquiries.
- Establish and oversee office procedures.
- Type letters, reports and other documents.
- Prepare minutes of meetings.
- Compile data, statistics and other information for reports.

### EDUCATION

#### ACADEMIC EDUCATION:

Bachelor of Education

2017-2019

Punjabi University, Patiala (Punjab), India

Master of Science (Mathematics)

2015-2017

Punjabi University, Patiala (Punjab), India.

Bachelor of Arts  
2012-2015  
Punjabi University, Patiala (Punjab), India.

PROFESSIONAL EDUCATION:

Web Design  
2020-2022  
CDI College, Montreal, QC, Canada.

SKILLS

PERSONAL SKILLS

- Creativity
- Organization
- Team work
- communication
- Ability to learn from mistakes.

PROFESSIONAL SKILLS

- Solving code problems.
- Editing & Design with designing team in the company to build perfect web designs.
- Proficient in HTML, CSS, Bootstrap, JavaScript, Responsive Design and Media Query.
- Basic knowledge of WordPress, Adobe Photoshop, JavaScript.
- Knowledge of Git.