

Nikolai Roldugin

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Professional Summary

Creative, hands-on professional with expertise in graphic design and project management

Skills

- Certified in AutoCAD 2D, Adobe InDesign, Photoshop, Illustrator
 - Quick learner, adept at quickly grasping new procedures
 - Project management, including complex problem solving and ability to multitask
 - Exceptional organizational and time-management skills, strong attention to details
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Work Experience

In Tech House Design – Toronto, ON

CAD Technologist,

July 2018 until now

- Coordinated merchandise order line for customers in Kitchener and Cambridge
- Worked night and weekend shifts during holiday season
- Logged all shipping and receiving orders accurately and efficiently

Future Bakery & Café – Toronto, ON

Order Processor,

June 2016 to July 2017

- Coordinated merchandise order line for customers in Kitchener and Cambridge
- Worked night and weekend shifts during holiday season
- Logged all shipping and receiving orders accurately and efficiently

Astrea – Moscow, Russia

Graphic Designer,

2015 to 2016

- Made layouts, business cards, brochures, banners in Adobe InDesign, Photoshop, Illustrator
- Contributed design ideas in early planning stages with customers and project managers
- Formatted text and graphics for blog posts, newsletters and other materials

ABS Business Solutions – Moscow, Russia

Account Manager,

July 2014 to June 2015

- Increased profits by 20% in one year through restructuring of business line
- Delivered a high level of service to clients to both maintain and expand the relationships for future business opportunities
- Contacted customers as soon as issues arose to immediately find solutions before the problems escalated
- Implemented innovative programs to increase employee loyalty and reduce turnover

MobiCom Plus – Barnaul, Russia

Computer Hardware and Software Engineer,

2011 to 2014

- Installed licensed OS, various software, troubleshoot customers computers, networks, printers

- Office equipment and networks setup, printers and scanners maintenance
 - Drove the implementation of quality requirements for new product designs to ensure they met customer specifications and production requirements
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Education

- Master's degree in Philosophy,** **2012**
• Altay State University – Barnaul, Russia
- Text & Graphic Designer:** Diploma of Secondary Vocational Education, **2016**
• Operator of electronic composition and typography – Moscow, Russia
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Certifications

- AutoCAD 2D:** Certificate, **2018**
• George Brown College – Toronto, Ontario
- English for Academic Purposes:** Certificate, **2017-2018**
• George Brown College – Toronto, Ontario
- Business Accelerator** (*part of business development program*), **2014**
• Internet initiative development fund (www.iidf.ru) – Moscow, Russia
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Volunteering

- All-Russian Volunteer Corps "Mosvolonter",** **2015**
• Assisted veterans arriving to Moscow for Victory Day – Moscow, Russia
- Charity project "Food for People",** **2012-2014**
• Participated in food preparation and its distribution to homeless people – Barnaul, Russia