

Nathan Saunders

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LinkedIn | Portfolio | Github

Education

Interactive Media Design, Algonquin College, Ottawa ON

Sept. 2020 - Present

- Dean's Honours List
- Coursework: Web Languages (HTML, CSS), Digital Graphics (Illustrator, Photoshop), UX Design (XD) Photography (Lightroom), Video & Audio Production (Premiere Pro, Audition), Technical Writing

Computer System Technician, Algonquin College, Ottawa ON

Sept. 2019 – April 2020

- Coursework: Operating System Support (Windows, GNU/Linux), Networking (Cisco, OSI & TPI Models, TCP/IP Protocol Suite, LAN Topologies), Numeracy & Logic (Numerical Systems, Internal machine representation, binary/hex/octal/decimal, Boolean logic, truth tables)

Business Marketing, Algonquin College, Ottawa ON

Sept. 2011 – April 2012

- Coursework: Finances (Accounting), Business Computer Applications (File management, Web-based), Business Skills (Personal and information management, Leadership, Teamwork) Technical writing

Program Related Skills

Coding Languages: HTML, CSS, Javascript

Operating Systems: Windows, GNU/Linux, Mac OS

Content Management System: Wordpress, Drupal

Software tools: Adobe Creative Cloud (Photoshop, Illustrator, Lightroom, Audition, Premiere Pro, XD), Filezilla, Microsoft Office (Word, Excel, Outlook), Microsoft Visual Studio Code

Web-Development tools: HTML, CSS, Javascript, XD, Visual Studio Code, Github, Invision, Wordpress, Drupal

- Created, tested, and maintained responsive webpages using industry standard methods.
- Revamped and redesigned out of date websites using up-to-date and on trend design practices to enhance user experience.
- Testing and solving HTML & CSS coding issues with on-going projects.
- Developed E-commerce Website using Wordpress

- Designed & created digital graphics for mobile app icons, movie posters, company logos and marketing advertisements.

Additional Qualifications

- Ability to communicate clearly with team and leadership in educational and professional environment.
- Excels in cooperative and team environments, demonstrated in 7+ years in various customer service roles.
- Comfortable in leadership positions taking leadership courses in school and being team lead in many course projects.
- Languages: Fluent in English, Intermediate in French.

Academic Projects

Digital Graphics

Logo Design (Illustrator) - Designed a logo for a self-promotion website.

Sci-Fi Poster (Illustrator & Photoshop) - Designed 2 sci-fi movie posters.

Avatar Icon (Illustrator) - Designed 3 App Icons for different size devices.

Responsive Web Design

Level 1

Midterm (HTML, CSS) – Using supplied page mock-up, created single-page website.

Final (HTML, CSS) - Using supplied page mock-up, created single-page website demonstrative responsiveness.

Level 2

Page Redesign (HTML, CSS) – Using supplied HTML, redesigned out-dated website with fresh new colours and design elements.

Landing Page (HTML, CSS) – Using supplied page mock-up created single-page website demonstrating responsiveness and optimization for multiple browsers and screen sizes.

Prototype Page (HTML, CSS) – Using supplied page mock-up created 3-page website requiring animations while demonstrating responsiveness and optimization for multiple browsers and screen sizes.

Web Portfolio (HTML, CSS, XD) – Designed and developed a web portfolio. Demonstrating creativity, responsive design, user experience, code quality and layout.

Content Management Systems

E-commerce (Wordpress) – Created an e-commerce website that sold artist prints and originals. Using Wordpress and plug-ins to develop a website with user experience in mind.

Other Work Experience

Wallack's Gallery

Gallery Assistant

January 2016 – August 2020

- Managed gallery information technology and computer systems.
- Manage the overall day to day operations of the store and respond to customer concerns.
- Perform inventory checks, shipping and receiving.
- Participate in special projects and events such as coordinating gallery exhibitions.
- Carried out administrative functions.

Wallack's Limited

Head of Shipping and Receiving

May 2015 – August 2020

- Communicated with staff to ensure quality shipping, receiving and customer service.
- Received incoming shipments, quality checked products and prepared items for floor staff.
- Compiled and boxed online orders. Created shipping labels and worked with delivery services to ensure proper service.
- Trained new hires on software and systems used.
- Processing transactions through POS system.
- Respond to customer inquiries and educate clients on various products and services.
- Facilitate the implementation of community events, such as paint nights and workshops.

Smart & Biggar/Fetherstonhaugh

Administrative Services - Docketing & Mailroom

September 2014 - May 2015

- Administrative support for senior lawyers, agents and clients.
- Ensured accurate recordkeeping.
- Reviewed sensitive files.
- Shipping and receiving duties.
- Gained experience in the use of various software programs such as: Word, PowerPoint and Excel.

The Movie People (Videotron)

Assistant Manager/Manager

May 2012 - August 2014

- Managed the overall day to day operations of the store and respond to customer concerns.

- Monitored team members' weekly schedules and coordinate coverage for employees out on leave.
- Conduct interviews, hire, train and supervise new associates.
- Responsible to delegate work to employees and ensure that daily and weekly checklists are complete.
- Responsible for maintaining and monitoring the budget and responsible for payroll.
- Perform inventory checks and maintain proper stock levels.

Volunteer Experience

- Rockland Minor Hockey Association: Ensuring discipline among players and compulsory attendance during warm-up and practice sessions. Observing the performance of each player and the entire team closely and making necessary improvements. Acting as a liaison between head coaches and players, establishing effective communication between them.
- Artist - Self-taught artist working in many mediums. Painted murals for community programs as well as private commissions. Sold work through gallery showings or social media.

References

Michael Wallack

President

Wallack's Ltd.

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Emily Healey

Manager

Wallack's Ltd.

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