

**Briana Aubrey**  
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## **HIGHLIGHTS OF QUALIFICATIONS**

- Five plus years multi-media graphic design and production experience
- Proficiency with: PC/MAC, Word, PowerPoint, Excel, Basic XML/HTML
- Proficiency in Adobe Creative Suites: InDesign, Illustrator, Photoshop, Acrobat Pro/X
- Managed multi-line switchboard telephone and office assistant duties
- Demonstrated accuracy, attention to detail, and the ability to multitask in a high volume environment

## **PROFESSIONAL EXPERIENCE**

### **Customer Service: Cast Member, Box Office**

#### **Cineplex Entertainment**

**Oct 2015 to Current**

- Full knowledge and use of point of sale (POS) system, financial procedures, and cash balancing
- Direct customer service, transactions, and cash management in high volume environment
- Train new staff in customer service, sales, and POS system
- Resolve customer concerns effectively or appropriately refer to administration/management
- Respond promptly to phone and in person enquiries from the public and Cineplex team

### **Business Support Officer (Contract)**

#### **Hong Kong Shanghai Bank of Canada**

**Jan 2015 to May 2015**

- Published 5000 plus procedures and updates to the North American Procedure Repository (NAPR) utilizing Team Site Content Management System
- Collaborated with other teams drafting and modifying documents for international languages
- Maintained project files and documentation for accuracy and compliance in accordance with financial and corporate policies

### **Forms Specialist (Contract)**

#### **Hong Kong Shanghai Bank of Canada**

**Jun 2014 to May 2015**

- Collaborated with the Senior Manager of Documentation on communication projects and initiatives
- Designed and produced print and digital communication and materials using InDesign
- Edited all forms for accuracy and consistency within brand and marketing principles
- Assisted in development and management of files and digital assets using Acrobat Pro/X
- Converted print forms for online use using Word to Adobe PDF, and interactive PDFs and XML

### **Production Assistant**

#### **Black Press, Prince George Free Press**

**Jan 2012 to Sept 2012**

- Took initiative to learn newspaper production manager duties and was promoted to this position
- Maintained accurate records of all projects planned and completed to meet publication deadlines
- Liaised with editorial and design teams to produce quality marketing solutions
- Responsible for pre-press editing and pre-print editing of all publications and promotions
- Supported multiple people, projects and shifting priorities in fast paced deadline driven environment

## **Office Assistant/Receptionist**

### **Black Press, Prince George Free Press**

**Jan 2012 to Sept 2012**

- Took initiative to learn front office and reception duties for vacation and other relief
- Managed multi-line switchboard telephone and reception in a fast paced environment
- Responded promptly to customer enquiries and redirected incoming calls
- Performed general office and administrative support to multiple people in design and editorial teams

## **Graphic Designer**

### **Black Press, Prince George Free Press**

**Sept 2010 to Sept 2012**

- Improved sales by 30% due to creativity and excellent management of campaigns
- Designed and produced advertising and marketing campaigns in consultation with clients
- Worked with sales representatives creating multimedia print and digital designs/graphics for promotions
- Database and document management, digital/paper file maintenance

## **VOLUNTEER WORK**

Graphic Designer,Executive Team,Vancouver Asian Film Festival	2015 to Current
Graphic Designer,Executive Team,Vancouver International Bhangra Society	2014 to 2017
English Tutor,Vancouver Club-House Nikka Centre	2012 to 2015

## **EDUCATION**

### **Digital Film and Video Diploma**

#### **Vancouver Art Institute**

**Oct 2012 to Mar 2014**

### **New Media and Communications Diploma**

#### **College of New Caledonia**

**Sept 2008 to Jun 2010**

### **High School Diploma**

#### **Duchess Park Secondary**

**Sept 2004 to Jun 2008**