

HARSHPREET KAUR

WORK EXPERIENCE

GRAPHIC DESIGNER *XEROX, ABC WEBLINK*

4 YEARS

- Developed infographics and design solutions for a vast variety of businesses including restaurants, engineering firms, retail stores, hospitals, and real estate firms
- Designed a variety of layouts and assets using Adobe Creative Cloud softwares that adhere to branding guidelines in place
- Managed print vendors, fleet, fleet supplies, paper supply, and invoicing for various projects
- Used raw data from various clients and turned them into meaningful insights in order to increase sales conversions with the help of multiple benchmarking and SEO tools
- Created extensive flowcharts for building websites using UI design principles to ensure excellent web performance across major search engines and easy navigation of the links
- Diagnosed problems and investigated bugs across existing designs and implemented solutions to improve future performance
- Ensured timely delivery of projects while coordinating designs with different working group members within larger businesses
- Maintained processes for smooth handover of projects to respective business personnel upon completion
- Provided on call technical support to businesses and helped in resolving confusions in application usage

RETAIL/CUSTOMER SERVICE *THRIFTY FOODS, THE BAY, ARTIST ELITE*

7 YEARS

- Provided quality service to customers upon arrival and offer information on available products and sales
- Trained new employees on processes and usage of in-store sales and inventory tools
- Maintained cleanliness in the workplace and kept the products on shelves organized

VOLUNTEER

SYNERGY FOUNDATION

Currently volunteering in preparing community gardens for seasonal crop rotation in an effort to provide fresh groceries to communities in need. Some duties include weeding, pruning, soil prep, and composting.

TWO RIVERS GALLERY

Coordinated various parties, events, and workshops. Helped with packaging paintings sold, preparing materials for upcoming workshops, assisted instructors in easy delivery of classes.

EDUCATION

CEGEP **3 YEARS** Web and Graphic Design

FILM COURSES **6 MONTHS** Drawing For Animation Storytelling And Claymation Typography

ONLINE CERTIFICATES - Build Websites From Scratch - Build Front-End Web Apps - Adobe Aftereffects Kickstart

SKILLS

Adaptable
Team Builder
Punctual
Confident
Self-Motivated
Hard Working
Problem Solver
Excellent Communication

SOFTWARES

Adobe Indesign
Adobe Illustrator
Adobe Photoshop
Adobe Aftereffects
Monday
Microsoft Suite
Google Workspace
Function Fox

CONTACT

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