

cheryllaw
graphic designer

currently residing in Vancouver BC
available for relocation

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EDUCATION

Langara College // Vancouver BC
Electronic Media Design Diploma
January 2008–December 2008

Kwantlen University // Richmond BC
Business Administration Diploma
September 2004–April 2007

Bodwell Internet School // Vancouver BC
Certificate of Web Design
January 2004–June 2004

WORK EXPERIENCE

FedEx Ground // Richmond BC
Dock Clerical | *September 2006–Present*

Process and file delivery records, contractor settlements
and documentation for substations
Assist executives with quarterly audits, distribute contractor payments
and complete various documentation
Attend to customer needs, issues and requests
Perform administrative duties
Respond to phone calls in a friendly and professional manner

Freelance Design Work // Vancouver BC
Graphic and Web Designer | *February 2004–September 2006*

Interpret clients' needs as outlined in creative briefs and translate into
compelling visual designs
Combine design theory, content, navigation structure and usability issues
to create a powerful and integrated experience
Design web graphics using Flash, Photoshop and Illustrator
Fulfill project expectations and deadlines

Templeton Advertising Inc. // Vancouver BC
Bookkeeper | *June 2002–December 2002*

Responsible for bookkeeping, accounts receivables, accounts payable,
expenses, filing, and word documentation

TECHNICAL SKILLS

Macintosh and Windows
CS3: Illustrator, Photoshop, InDesign, Dreamweaver & Flash
XHTML & CSS, JavaScript, ActionScript 2.0 + 3.0
Final Cut Pro, Motion, Soundtrack Pro, DVD Studio Pro
Microsoft Office: Word, Excel, Powerpoint & Access