
PROFILE

Graphic Communication professional with years of experience in graphic design, class instruction, and communications management. Honed knowledge in requirements gathering, print management, and print manufacturing. Constantly looking to develop subject expertise and upgrade skills.

TECHNICAL SKILLS

- *Adobe Creative Suite:*
Photoshop, Illustrator, InDesign, Dreamweaver, Muse, Bridge, Acrobat Pro
- *Microsoft Office Suite:*
Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher
- *Estimating MIS:*
EFI Printer Site Internal
- *Prepress software:*
QuarkXpress, Apogee Prepress, Kodak Prinergy, i1Profiler, ColorThink Pro
- *Binding & Finishing equipment:*
guillotine, laminator, die cutter, foil stamper, saddle-stitcher
- *Web programming languages:*
HTML, CSS, PHP, MySQL, Java, XML
- Advanced fluency in Cantonese, basic French and Mandarin

SUMMARY OF QUALIFICATIONS

- Confident team player with polished communication and consulting skills: written, presentations, and interpersonal
- Effective trainer and presenter; skilled at communicating complex information and messages simply and concisely
- Aggressive problem-solver with in-depth analytical skills
- Well-developed project management skills with the ability to plan and monitor execution of action items, ensuring adherence to project requirements
- Strong background in print shop functions and graphic file construction aligning to brand identity across multimedia platforms
- Strong spatial comprehension with the ability to make sketches, drawings, and designs according to client requirement

EDUCATION

Bachelor of Technology in Graphic Communications Management
Ryerson University

Jun 14 (expected)
Toronto, ON

- Minor in Professional Communications

ACHIEVEMENTS

- 2013: Exploratory data analysis of digital colour reproduction report chosen for RyeTAGA Journal
- 2011: Poster design selected, out of a class of over 100 submissions, to be mass produced and distributed nation-wide, promoting faculty of Graphic Communications Management of Ryerson University
- 2010: Graduated secondary school with honours
- 2008: Received Technological Studies Award given to a single individual per annum whom displayed exemplary aptitude, interest, and talent for technological studies

RELEVANT EXPERIENCE

Research Assistant

Sep 13 - Present

Ryerson University

Toronto, ON

Contacted key manufacturers, organizations, and subject matter experts to consolidate current and upcoming concepts, technologies, and techniques in Security Printing. Conducted research on improved inter-instrument agreement on colour management devices in accordance to ISO 13655

Key Responsibilities:

- Communicated and coordinated deliverables and schedules with key contacts
- Validated articles and scholarly/academic papers for inclusion into the publication
- Designed and conducted experiments using X-Rite and Konica Minolta products to collect data and substantiate improvement in colour management

Creative Director

Sep 12 - Present

Student for the Advancement of Global Entrepreneurship (SAGE) Canada

Toronto, ON

Encouraged the development of entrepreneurial spirit in Canadian youths through the organization of events supporting start-ups, mentorships, and sponsorships.

Key Responsibilities:

- Led marketing projects from conception through completion
- Helped prepare youths become successful entrepreneurs, consultations
- Mentored colleagues in creative design: Adobe CS, the design process, and requirements management

Estimator (Internship)

May - Aug 13

Hemlock Printers Limited

Burnaby, BC

Estimated production cost for customized print jobs submitted to the largest print company situated in West Coast Canada. Drafted initial production plans for print jobs to ensure adherence to production and printing schedules.

Key Responsibilities:

- Evaluated RFQs submitted by Sales Department for validity, materials cost considerations, and print operation costs. Optimized the balance between cost and quality for client requirements, through efficient and accurate cross referencing of equipment specifications, stock logistics, and applicable printing methodologies
- Analyzed and translated client requirements (as per validated RFQ) to technical requirements for PSI input
- Coordinated with Sales Department, Estimating Department, and Production Planning Department compiled RFQs and PSI job files
- Liaised directly with vendors, external partners, and relevant production personnel on buyouts and value-added services to verify industry pricing and equipment compatibility

Community Access Program (CAP) Youth Intern

Jun 11 - Mar 12

Support Enhance Access Service Centre (SEAS)

Toronto, ON

Provided classroom-based training sessions and workshops for SEAS clients. Provided social services for referral clients and visitors; administered corresponding paperwork and ensured required processing to deliver the requested services.

Key Responsibilities:

- Designed and delivered technical training sessions, which aimed at enhancing fundamental understanding of technologies significant to the workforce, to individuals and groups of up to 8