www.melissajdunn.com

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Graphic Designer with experience in collaborative client work, brand identity and print production. Excellent interpersonal skills and dynamic team player. Highly proficient in Adobe Creative Suite and Microsoft Office. Seeking an opportunity to further my professional career and build solid relationships with vendors and clients.

Qualifications:

- Fluently bilingual in French and English
- · Advanced skills in Adobe InDesign, Illustrator, Photoshop, Acrobat and Microsoft Office
- Strong analytical, interpersonal and communication skills

Employment:

Graphic Layout Artist - TC Transcontinental (Oct 2021 to Present)

- Provide creative services to Rogers and Labatt Canada's national sales team across all their brands
- Develop in-store (Retail), on-premise (Restaurants & Bars) and out-of-home POS signage and promotional materials including posters, banners, inserts, tent cards, displays and online Graphics

Team Lead/Graphic Layout Artist-TC Transcontinental (Oct 2020 to Oct 2021)

- Oversaw a team of Graphic Layout Artists (GLA), Customer Service Representatives (CSR) and Quality Control (QC) in executing various project specifications
- Managed scheduling and tracking of Rexall flyer pages and other creative projects to ensure deadlines were achieved and communicated relevant information as needed
- Collaborated with members of the creative team to design and build out designs for printed/digital flyers
- Identified and implemented creative solutions to digital and print media, including flyer and vendor ads
- Assessed employee skills, managed performance, recommended and aided in the implementation of corrective action
- Daily review of native files to prinergy proof to ensure final file accuracy going to press

Graphic Designer - TC Transcontinental (Sept 2017 to August 2018)

- Created in-store signage, POP and merchandising layouts for Home Depot and Rexall stores across the country, adhering to high quality standards, maintaining the integrity of the corporate identity and working within timelines and budgets
- Conceptualized developed content for, and designed signage elements to be used throughout stores to help educate the consumer and assist them in their purchasing decision
- Formatted all files to print standards

Graphic Designer - I.M.S. - Integrated Merchandising Systems (Dec 2012 to May 2016)

- Designed, developed and produced POP to be used throughout Home Depot stores across the country
- Liaised with THDC Store Environment team, vendors, print partners and internal IMS production and design teams to continuously provide creative, innovative, cost effective and successful signage programs
- Researched category products and developed signage that would assist the customer in their purchase decision
- Managed a large number of projects, all with different requirements, deadlines and printing/delivery dates

Education:

Completed three-year diploma in Graphic Design at Cambrian College