Charline Dumais

GRAPHIC DESIGNER

819-345-5697 ch.dumais.1@gmail.com 3815 Campus Crescent, Victoria, BC, V8P 2X1

Portfolio: **charlinedumais.com**

EDUCATION

UNIVERSITÉ LAVAL
September 2011 - April 2013

Bachelor in visual arts
Graphic design department

CÉGEP DE SHERBROOKE
September 2008 - April 2011

Degree in Graphic design

LANGUAGE

French ★★★★★
English ★★★★★

TECHNICAL SKILLS

- Adobe Illustrator
- Adobe Photoshop
- Adobe Indesign
- Adobe Acrobat
- Adobe Bridge
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Camera Raw

PROFILE

I am a profesional graphic designer and illustrator. I am passionate about my work and love to create. I am a positive person, friendly with a good sense of humour. I love to share my knowledge with everyone I work with, and learn more from my colleagues as well. I believe there is always a new thing to learn in the design world.

My hobbies include making illustrations, nature photography, painting and writing among other things.

WORK EXPERIENCE

PRESENT – MAY 2019 | **THE SIGNPAD** • *Victoria BC Canada*
Senior graphic designer

- Create appealing designs based on customer requirements.
- Manage multiple projects at once and must be able to rapidly adapt to changes in priorities.
- Communicate with sales department to keep projects within budget and on schedule.
- Communicate effectively with production department to make sure projects are produced to the correct specifications.
- Meet tight deadlines in a fast-paced environment.
- Assist and train other members of the design department.

MAR 2019 – AUG 2018 | **ENSEIGNES A. GAGNON** • *Danville QC Canada*
Graphic designer (Maternity leave replacement contract)

- Make price estimates for project and consult with client to establish their needs.
- Creating visuals based on the clients' requirements and prepare files for print.
- Assist the production department.
- Operate heat press for apparel printing.

JUNE 2018
JAN 2018

HALL DE RATATOSK S.E.N.C. ● *Sherbrooke QC Canada*
Used video game store co-owner / Graphic designer

- Greet and help customers.
- Take payments and process returns.
- Create branding for the company
- Design signage, prints, posters and advertisements.
- Keep social media and website up to date.
- Handle inventory and online store.

DEC 2017
MAY 2017

MARQUIS IMPRIMEUR ● *Sherbrooke QC Canada*
Infographe

- Verifying book and cover files sent by the clients to ensure they are ready for press printing.
- Work under a strict 15 minutes per book verification time limit.
- Communicate with the sales department

JAN 2017
OCT 2013

THE SIGNPAD ● *Victoria BC Canada*
Graphic designer

- Create appealing designs based on customer requirements.
- Manage multiple projects at once and must be able to rapidly adapt to changes in priorities.
- Communicate with sales department to keep projects within budget and on schedule.
- Communicate effectively with production department to make sure projects are produced to the correct specifications.
- Meet tight deadlines in a fast-paced environment.

PROFESSIONAL SKILLS

Team leader, willing to help others.
Good reading and writing skills.
Good organization.
Knowledge of social media platforms; Facebook, Youtube, Instagram, Twitter, Pintrest, etc
Fast thinking and good problem solving skills.
Computer literate. Can work on Mac or PC.
Have initiative, ability to make quick decisions under pressure.
Able to manage time effectively.
Creative, able to quickly come up with concepts and ideas.

SPECIALTIES

Illustration (Digital & Traditional)
Print design
Branding / Logo design
Photography
Photo editing
Signage / large scale printing
Banners
Vehicle wraps

Reference available upon request.