

# Andrea Van Dyke

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## PROFILE

Highly motivated with years of experience in the administrative field and advanced experience in the graphic design field. Strong and adaptable skills complimented by a positive attitude.

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## SKILLS

### PROFESSIONAL

Problem Solving  
Multitasking  
Reliability  
Communication

### TECHNICAL

Adobe In Design  
Adobe Illustrator  
Adobe Photoshop  
Filemaker Pro  
Canva  
Zoho CRM  
Wix  
Wordpress

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## EDUCATION

### ADVANCED DIPLOMA – PACKAGE & GRAPHIC DESIGN PROGRAM

Humber College  
2009-2012

### CERTIFICATE - DESIGN FOUNDATION PROGRAM

Humber College  
2008-2009

## PROFESSIONAL EXPERIENCE

### FREELANCE GRAPHIC DESIGNER

**Largo Resources | 2020**

Working for a variety of different companies I have taken on many tasks:

**Graphic Design:** Working on various projects from rebranding, store front design, trade show designs, stationary prints etc.

**SMM:** Managing and creating content for companies Instagram, Facebook etc.

**Virtual Assistant:** Offering administrative services to clients from a remote location. Everything from scheduling appointments, making phone calls, making travel arrangements, managing email accounts etc.

### GENERAL MANAGER/GRAPHIC DESIGNER

**Kids Entertainment | 2016-2020**

Hired on as an administrative assistant I quickly began taking on the graphic design responsibilities for the company as well. Working my way up to General Manager I take on the following responsibilities

- Maintaining our database – keeping contacts up to date, keeping track of deposits, contracts etc.
- Issuing and receiving contracts for signature
- Sending and receiving/paying invoices
- Social media and website management
- Company branding – Logos, rebranding, business cards etc.
- Designing and ordering annual tradeshow materials– banners, tabletop displays, rack cards etc.
- Creating letters of intent
- Attending many annual industry conferences within Canada and the US

### GRAPHIC DESIGNER

**Carr McLean Ltd. | 2012-2016**

- Produced 4 annual catalogues (interior and exterior designs)
- Typesetting, editing and proofing
- Designed various print materials such as: business cards, brochures and calendars
- Designed advertisements for publications through-out the year
- Ordering promotional products; pens, bags, tradeshow supplies etc.
- Photographing and retouching product images
- Updating website with current copy and images (requires basic html coding and knowledge in creating web-ready images)

Pushing out 4 catalogues per year (as well as designing various other print materials) requires me to work in a fast pace environment where most times I'm working on multiple projects at once. I'm able take all projects from start to finish, as well as setting up print ready files for press.