

MICHELLE STEWART

SKILLS

Critical Thinking
Meeting Deadlines
Multitasking
Autonomy
Working with Others
Risk Assessment
Detail Oriented
Presentation Ability

TECHNICAL SKILLS

Adobe Photoshop
Adobe Lightroom
Adobe Illustrator
Adobe InDesign
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
HTML
CSS
Javascript
PHP
WordPress
Drupal

EDUCATION

Diploma (Honours)
Interactive Media Design
Algonquin College of Applied
Arts and Technology
2017 - 2019

Diploma
Theatre Arts
Algonquin College of Applied
Arts and Technology
2010 - 2012

LANGUAGES

English
French

EXPERIENCE

PUBLISHING SPECIALIST (Contract)

Statistics Canada | Ottawa, ON | April 2018 – present

- Produce high quality images optimized for social media channels based on client requirements
- Perform functional testing to discover and re-create errors in products currently in production
- Develop static web pages for internal team productivity
- Produce engaging and attractive PowerPoint decks within a quick turnaround time
- Design web pages for upcoming data visualization products

PROGRAM ASSISTANT (Contract)

Algonquin College of Applied Arts and Technology | Ottawa, ON | March 2018 – January 2019

- Attend classes and help professors with workload
- Hold office hours outside of students' class time for additional help
- Offer one-on-one tutoring sessions with tailored learning techniques
- Field additional questions by email and through the learning management system

SPECIALIST, SALES AND CUSTOMER SERVICE

Belairdirect Insurance | Ottawa, ON | February 2014 – October 2017

- Answer inbound calls from clients and provide excellent customer service
- Provide clients with accurate quotes for car and home insurance efficiently and benevolently
- Properly underwrite policies and ensure all information is correct while meeting and exceeding high sales targets

VOLUNTEER EXPERIENCE

GRAPHIC DESIGNER

ITR Theatre Company | Osgoode, ON | December 2016 – Present

- Design and create postcards, posters, ads, and programs
- Incorporate client suggestions and feedback into overall design
- Provide properly formatted files for printing

PHOTOGRAPHER

ITR Theatre Company | Osgoode, ON | March 2014 – Present

- Maintain engagement of large groups to efficiently complete photo sessions
- Meet tight shooting schedules and printing deadlines
- Edit and enhance photos for both print and online



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