MICHELLE STEWART

PERSONAL SKILLS

Critical Thinking
Meeting Deadlines
Multitasking
Autonomy
Working with Others
Risk Assessment
Detail Oriented
Presentation Ability
Coaching
Initiative
Dependable
Judgment

TECHNICAL SKILLS

Adobe Photoshop
Adobe Lightroom
Adobe Illustrator
Adobe InDesign
Adobe Premiere Pro
Adobe After Effects
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
HTML
CSS
Javascript
WordPress
WCAG 2.0
WET Templates
Jira

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 (C/B/B)

EXPERIENCE

COMMUNICATIONS OFFICER - CREATIVE SERVICES (IS-03)
Impact Assessment Agency of Canada | Ottawa, ON | June 2023 - Present
- ★ Lead the team on all graphic design and branding for the agency's various products
- ★ Advise all employees of proper FIP usage as the Agency's FIP Coordinator
- ★ Coordinate and execute all video and photo opportunities

MULTIMEDIA TECHNICIAN - CREATIVE SERVICES (IS-03)
Treasury Board of Canada Secretariat | Ottawa, ON | Aug 2022 - June 2023
- ★ Create images and videos for distribution through various social media channels
- ★ Arrange on-site video and photo shoots and manage post-processing of assets
- ★ Provide advice and make recommendations towards communicating, marketing, and promoting various corporate communications products

PROJECT OFFICER - MODERNIZATION (IS-03)
Statistics Canada | Ottawa, ON | May 2022 - Aug 2022
- ★ Coordinate and manage various aspects of The Daily modernization project
- ★ Liaise with stakeholders, IT, clients, and senior management to ensure project success
- ★ Support Project Coordinator in ensuring deliverables and deadlines are met

PROFESSOR OF UX DESIGN
Algonquin College of Applied Arts and Technology | Ottawa, ON | January 2022 - April 2022
- ★ Hold lab class hours for students to work on assignments and weekly tasks
- ★ Answer student questions based on my education and 4+ years in the field
- ★ Prepare students for upcoming semesters' classes based on program curriculum

COMMUNICATIONS OFFICER - CREATIVE SERVICES (IS-03)
Fisheries and Oceans Canada | Ottawa, ON | November 2021 - May 2022
- ★ Monitor and respond to creative service requests from clients
- ★ Design and create images for internal projects as well as social media platforms
- ★ Make recommendations based on best practices and guidelines

PROJECT COORDINATOR - MULTIMEDIA SERVICES (IS-03)
Canada Border Service Agency | Ottawa, ON | September 2020 - September 2021
- ★ Develop and implement branding for various initiatives throughout the agency
- ★ Manage multiple projects simultaneously while handling last-minute client requests
- ★ Design and create images for social media using appropriate dimensions for each platform

PUBLICATIONS DESIGNER (GT-03)
Statistics Canada | Ottawa, ON | April 2019 - September 2020
- ★ Perform quality control testing and publish updates to the Census website
- ★ Research, brand, and design the 2021 Census of Population and 2021 Census of Agriculture
- ★ Design and develop innovative platforms encouraging Canadians to consume Statistics Canada data

PUBLISHING SPECIALIST (GT-02)
Statistics Canada | Ottawa, ON | December 2018 - April 2019
- ★ Design and create images for social media using appropriate size for each platform
- ★ Create various media products and prepare for print and/or online dissemination
- ★ Advise clients based on industry standards

WEB DESIGNER (GT-02)
Statistics Canada | Ottawa, ON | April 2018 – December 2018
- ★ 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
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

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