

Anna Grist

Cell 905.380.3762 • annaink@gmail.com • www.annaink.com

Education

- Graduated with honours April 2004 - Graphic Design Production (2 Yr) - Mohawk College, Brantford ON
- Achieved Dean's Honour List consistently for the duration of the program

Work Experience

Graphics Manager & Designer - Renaissance Professional Training Programs (Ongoing)

- Responsible for delegating slideshow graphic production & projects, organizing and approving other designer's work and making sure deadlines are met
- Edit slideshows in Powerpoint to include graphic elements & complementing font colour scheme
- Responsible for the addition of graphic elements in work manuals for all courses offered

Ad Composition & Design - The VOICE Community Newspapers (Ongoing)

- Create and edit past and new display advertisements for a variety of businesses and organizations
- Design and produce assorted brochures, community publications and internal notices throughout the year, including seasonal promotional material
- Manipulate stock images and original designs to enhance advertisements and general newspaper layout
- Balanced the workloads of two community newspapers serving the Pelham and Thorold municipalities while the VOICE of Thorold was in existence
- Interact with customers to supplement or implement designs and client expectations in person, by fax, email and telephone

Freelance Graphic Designer - @nna ink. designs & Tri Hour Media (Ongoing)

- Design and produce varied production designs, including business cards, flyers, brochures, corporate logos and letterhead, and other similar items

Amateur Photographer (Ongoing)

- Submit photography to a stock photography website for approval by a board of administrators for approval to distribute. My work has been used in course slideshows, advertising, assorted brochures, magazines, and many other venues worldwide.
- SXC.hu and stockxpert.com : username for both is *annaink*

Peer Tutor & Computer Lab Assistant - Mohawk College, Brantford (Sept 2003 - Mar 2004)

- Provided creative and technical troubleshooting advice and solutions to fellow students
- Assisted professors in installing and maintaining software & hardware on both PC and Mac platforms
- Responsible for lab equipment security and maintenance during shift

Skills & Abilities

- Able to meet tight deadlines within normal and unexpected circumstances
- Experienced in the use of current and past versions of Adobe Photoshop, Illustrator, Acrobat, InDesign, QuarkXPress, CorelDraw and Microsoft Office on both Macintosh and PC platforms
- Knowledgeable of CMYK-based workflow, producing print-ready files, and troubleshooting colour and technical issues
- Works well within a team dynamic as well as independently with little or no supervision.
- Developing a working knowledge of web design and web development as time allows

References

- Available upon request