

# Sonia Thompson

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**Objective:** Position where I can implement my skills as a graphic designer.

## PROFILE

- ♥ 10 years experience in graphic design.
- ♥ High performance standard: attention to details, deadlines and quality.
- ♥ Excellent interpersonal and communication skills.
- ♥ Adeptness at working independently or harmoniously in a team.
- ♥ Willing to take the initiative, industrious and dependable.

## SKILLS—COMPETENCIES

### Graphic Artist

- ♥ Designed and produced CD covers, posters, flyers, tickets for South African entertainer in accordance with needs and budget of client while respecting deadlines.
- ♥ Designed and produced a 124 page weekly agenda; selecting, retouching and cropping from over 300 photos. Created logos with stationery and produced an 8 page brochure.

### Administrative Assistant

- ♥ Prepared and updated instruction manual for tailor-made software in IT Department.
- ♥ Organized and supervised temporary staff hired to meet deadline.

## TECHNICAL KNOWLEDGE

Macintosh/PC (Well developed computer skills)

Adobe Creative Suite (CS2-4): Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat  
QuarkXPress 6.5

Microsoft Office X: Access, Excel, PowerPoint, Word

## EDUCATION

- |           |  |
|-----------|--|
| 2008–2009 | Desktop Publishing–D.E.P.<br>Rosemount Technology Centre                             |
| 1999–2000 | Computer Graphics in Publishing & Printing–A.E.C.<br>International Academy of Design |
| 1994      | Hard Disk Management<br>Champlain College  |
| 1993      | French Oral & Written<br>McGill University Continuing Education                      |
| 1990–1991 | French Oral & Written Certificate<br>George Vanier Adult Education Centre            |

## EMPLOYMENT HISTORY

- |           |   |
|-----------|---|
| 2000–2010 | Freelance Graphic Artist  |
| 2008–2010 | Ipsos Reid - Interviewer ( <i>part-time</i> )                         |
| 1985–2008 | Metro Fletcher - Cashier ( <i>part-time</i> )                         |
| 2006–2007 | Vestiny Apparel Inc. - Graphic Artist                                 |
| 2000–2001 | Novitek Distribution International - Graphic Artist                   |
| 1990–1998 | Andersen Consulting, Bombardier, CAE Electronics, Xerox - Secretarial |
| 1994–1995 | P.S.B.G.M. - Administrative Assistant                                 |
| 1993–1994 | Jewish General Hospital - Clerk                                       |
| 1992      | Caron Bélanger Ernst & Young - Word Processor                         |

*References available upon request*