



# LEAH DOOLEY GRAPHIC DESIGNER

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dooleydesign.ca

Multi-talented creative professional, looking for new career opportunities and professional growth. Adaptable team player with a positive attitude and a superb work ethic. Personable and responsible, with excellent technical skills, wide creative capacity, and an interest and dedication to continuous learning.

## WORK EXPERIENCE

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### ROYAL LEPAGE PRIME

Client Care/Graphics Admin

Full-time

2017 - July 2019

Responsible for all administrative duties and tasks related to client transactions. Executed creative projects, social media campaigns and advertisements.

- Working independently
- Multi-tasking & time management; completion of multiple creative projects on top of administrative duties
- Detailed oriented; working under pressure
- Communication skills & problem solving

### FREELANCE DESIGN

Part-time

2016 - Present

Completion of projects; form and execute creative concepts and ideas, based off client discussions. Computer and software based

- Working independently; client based work
- Adhering to discussed deadlines punctually and effectively
- Communication skills & problem solving
- Professionalism; continuous learning
- Administrative tasks; invoicing, quotes, time tracking, etc.

### VANTAGE STUDIOS

Junior Graphic Design Intern

April 2013 (4 weeks)

Completed projects; formed creative concepts and ideas, applied industry knowledge and strategies.

- Collaborated as a team, and also worked independently
- Adhered to deadlines punctually and effectively
- Communication skills & problem solving
- Professionalism

### DIRECT FOCUS

Junior Graphic Design Intern

October 2013 (3 weeks)

## EDUCATION

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### COMMUNICATION DESIGN DIPLOMA

Red River College | May 2020

1 year, Full-time

### GRAPHIC DESIGN DIPLOMA

Red River College | April 2013

2 years, Full-time

### HIGH SCHOOL DIPLOMA

John Taylor Collegiate | June 2010

## TECHNICAL

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InDesign	XD
Illustrator	Premiere Pro
Photoshop	Wordpress
Dreamweaver	Brackets/Coda
After Effects	Cinema 4D

Branding  
Packaging  
Animation  
Web/UI  
Marketing

## PERSONAL

Communication  
Project Management  
Teamwork & Collaboration  
Customer service / Client relations  
Professionalism