

Crystal Noa

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Skills

Graphic Design

- print and web design
- photo manipulation, retouching, and creation
- corporate branding
- email marketing
- apparel design and production
- hands on experience using computer software such as Adobe CS4 (Illustrator, InDesign, Photoshop, Dreamweaver, Flash), Microsoft Office (Word, Excel, Publisher, Outlook Express), HTML/CSS, CorelDraw, QuarkXpress, and ProPresenter
- uses a variety of tools including large format digital printers, sublimation transfer unit, digital cameras, scanners, black & white photo lab
- creates product using an application of design principles, prepress requirements, and focus on the target audience
- quick learner of new software, methods, and layout designs by the hands on, self teaching, and theoretical approaches
- past use of "cut and paste, camera ready" method

Other

- able to build strong customer loyalty through professional customer service techniques and by meeting and exceeding customer expectations
- works well in highly detailed environment, under pressure, and within deadlines using effective problem solving and critical thinking skills
- exceptional organization skills in prioritizing, categorizing, cataloguing, and multitasking
- willing to take a lead or support role within a work environment with past experience in the supervising and scheduling of other staff members
- dealt with inventory, ordering, shipping, and receiving

Experience

Crystal Clear Graphic Design (Freelance), 2003-Present

- Atac Sportswear • *create customers' proofs and set up artwork for production*
- Community Futures Development Corporation of North Fraser, Verbeek Pallet Supply, Kidz Party Rental, Osborne Bay Massage Therapy Clinic, The Glass Puffin, Danceworx, TransCanada Trek for MS • *website*
- The CrossCurrent • *website maintenance*
- The Gold Edge • *website, notepad, and business cards*
- Nickason Illustration & Design • *weekly planner with ads*
- Noa's Arc Welding • *logo, sign, and business cards*
- Deroche Free Library • *logo, sign, and bookmarks*

Atac Sportswear, 2005-2009

- worked in Art Department for manufacturer of custom sports apparel
- helped customers design their ordered items, choosing Pantone colours and fonts, creating graphics and logos as needed, and ensuring they send in properly formatted artwork
- upon approval of design, set up artwork in pattern templates, coloured them, and sized them before digitally printing with sublimation dyes
- quality checked first jersey after sublimation and proceeded to print full order
- created new artwork designs for the company's product
- organized client files for storage and possible reorders
- revamped and maintained website and ecommerce site, creating tutorials for customers' information
- responsible for any ads, reports, flyers, etc. used in company's advertising and marketing
- set up several cost and time saving methods including developing accurate pattern templates than can be clipped to size and created CMYK recipes for each printer to correctly print Pantone colours

Education

Graphic Design Certificate, Mission Community Skills Centre
High School Diploma (with honours), Clarence Fulton Secondary School