



NICOLE MILNE

Graphic Designer

designedbynicole.com

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604-418-7248

SKILLS

- Extensive knowledge and experience in Adobe Creative Suite, Microsoft Office, and HTML
- Strong ability to generate fresh concepts and designs with a professional demeanor
- Capable of handling multiple tasks efficiently and maintaining composure under strict deadlines
- Six years experience in developing communication skills while building relationships with clientele
- Acquired professional and business phone etiquette through hands on experience and training

EXPERIENCE

Graphic Designer
2011

Edible Canada Culinary Tourism

Creation of menus, brochures, and all store and restaurant marketing collateral.

Veterinary Assistant
2006–2011

Dunbar Veterinary Hospital

Answered the telephone in a professional manner to assist customers in booking appointments.
Advised customers of the proper use of prescriptions and processed all customer transactions.
Assisted veterinarians during surgical procedures and maintained composure during urgent situations.

Barista
2010–2011

Bean Around The World

Completed customer's orders in a timely manner while providing savvy customer to patrons.
Maintained a calm presence during high volume periods and maintained a clean and organized work area.
Prepared drinks and snacks for customers in a timely manner.

Graphic Designer
2010–2011

Langara Business Association

Collaborated with members of the Association for a corporate rebrand and production of a tri-fold brochure.

Telemarketer
2004

Communications

Developed advanced communication skills while establishing immediate trust with clients.
Acquired knowledge of business type telephones and using professional etiquette while collecting customer opinion.

EDUCATION

Emily Carr University · June 2011

Spatial Typography (Continuing Education)

The Art Institute Of Vancouver · 2010–2011

Graphic Design Diploma

Langara College · 2008-2010

University Transfer (Sciences)

University Of British Columbia · 2007-2008

Land and Food Sciences

AWARDS

Deans Honor Roll · Spring 2010, Winter 2010

Honor Roll · Summer 2010, Fall 2010

Perfect Attendance

* References Available Upon Request