

JOSIANNE M. CORMIER

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HIGHLIGHTS OF QUALIFICATIONS

- Ability to manage multiple projects with autonomy
- Proficient at creating graphics for both in print and online
- Experience with Adobe Illustrator, InDesign, and Photoshop
- Experience with Google Workspace
- Experience with Microsoft Word, Powerpoint, Excel and Publisher
- Fluent in French and English (written and spoken)

WORK EXPERIENCE

Administrative Assistant, Graphic Design and Marketing

SE Mutual Insurance Company, Riverview, NB | December 2020 to Present

Assist in the development of a Marketing Plan • Create a Social Media Calendar to track posts • Create and Design posts for our social media accounts • Create and design ads for the company • Enter payments from policyholders • Communicate with agents and brokers for client requests • Coordinate team volunteering days by reaching out to local organizations

Graphic Designer

Atelier 46, Moncton, NB | April 2019 to December 2020

Conception of several visual elements such as: Logos, business cards, banners, brochures, pamphlets, and annual reports • Create and adapt visuals for web and social media platforms • Propose new visual ideas for clients • Monitor trends and provide visual insight

Receptionist

Usva Spa Nordik, Moncton, NB | April 2019 to April 2020

First person of contact for information regarding the experience • Make reservations for services provided • Record transactions in a fast and efficient manner at the checkout • Operate the cash register and the different payment tools • Ensure efficiency of operations at the reception desk

Support Technician for Online Training

Université de Moncton, Moncton, NB | September 2017 to September 2020

Assist students with any technical issues (sound, microphone, internet connection) • Post and date the recorded class online • Proctor exams • Help ensure academic integrity

Graphic Designer

Université de Moncton, Moncton, NB | May 2018 to August 2018 (contract)

Designed the Participant's Handbook in French and English for the Rights of the Child Conference

Past Work Experience

Records Clerk, Summer Student | **Université de Moncton, Moncton, NB** | June 2018 to August 2018

Receptionist and Newsletter Designer | **Shannex, Moncton, NB** | September 2017 to July 2018

Administrative Assistant | **Université de Moncton, Moncton, NB** | June 2016 to August 2017

Title Officer | **First Canadian Title (FCT), Moncton, NB** | April 2015 to June 2016

EDUCATION

Digital Marketing, Certificate in Progress | May 2021 to May 2022

College of Extended Learning, University of New Brunswick

Graphic Design, Diploma, Honours | September 2017 to June 2019

Collège communautaire du Nouveau-Brunswick (CCNB), Dieppe, NB

Key Accomplishments:

- Studied, created, and developed logos to present to clients
- Created infographics, brochures, newsletters, and menus (digital and print)
- Created a website with wireframes and coding that responded to User Experience (UX) and User Interface (UI)
- Initiated, created and developed a board game and worked with a team

Office Administration, Certificate, Honours | September 2014 to June 2015

New Brunswick Community College (NBCC), Moncton, NB

Key Accomplishments:

- Developed business writing skills and wrote reports, memos, emails, and letters
- Created spreadsheets and databases to calculate and study queries
- Created business presentations using MS Powerpoint

VOLUNTEERING

Assistant, Moncton Headstart | 2020

Team Lead and House Painter, Habitat for Humanity - Moncton | 2020

Designing and Selling Cards, Tree of Hope, Dieppe, NB | 2018

Server, Canadian Mental Health Association, Moncton, NB | 2015