

JANICE ALEXANDER

(416)-834-3291 | janice.alexander96@hotmail.com | L4T2C6 | Canada

Looking for a full-time/permanent position. I stay focused and work hard to complete any given task while carrying a positive attitude. Is always seeking new experiences to help me grow and advance my career.

Soft Skills

- Strong Communication
- Organization
- Time Management
- Critical Thinking & Problem Solving
- Positive Attitude
- Teamwork & Collaboration
- Customer Service

Skills

Adobe Creative Suite
(Photoshop, Illustrator, Premiere Pro, etc.)
Microsoft Suite
(Word, PowerPoint, Excel, etc.)
Web Design
(HTML, CSS, Javascript, Bootstrap)
Creative Traditional Media
(Conté, Pencils, Acrylic, Oil Paints, etc.)
Sketch Up
3ds Max
Photography

Education

Ontario College Diploma in Interactive
Media Design
Seneca College
Sept. 2018 - April. 2020

Ontario College Diploma in Independent
Illustration
Seneca College
Sept. 2015 - Dec. 2016

Professional Certificate of Art
Fundamentals
Seneca College
Sept. 2014 - April. 2015

Work Experience

Athletic Knit Graphic Designer

Toronto, Ontario (February 2022 - May 2023)

- Creating athletic wear/jersey mock-ups per client request
- Set up mock-up designs on clothing patterns to scale, taking into consideration sizes of logos and clothing manufacturing
- Prepared a variety of clothing patterns to print per specific clothing item
- Communicated with the Sales team on appropriate subjects concerning the production of products
- Kept files in an organized manner to remain efficient and aid the team in productivity

Deserres Key Holder/ Sales Associate/ Cashier

Richmond Hill, Ontario (August 2021 - February 2022)

- Responsible for opening and closing the store during appropriate hours
- Counted and documented amount received in sales after each work shift
- Took on a Supervisor/Acting Manager role when there were no other Managerial parties available
- Trained New Hires on their roles and general workplace knowledge
- Followed proper precautions during procedural lockdown requirements
- Answered phone calls and provided customer services i.e curbside pickup, answering questions, etc.

Sephora Operations Consultant

Richmond Hill, Ontario (September 2017 - December 2018)

- Managed shipment by receiving, organizing, and restocking products
- Took initiative by welcoming and cashing out clients during busy hours
- Rearranged and prepared the store during new product releases
- Kept the store clean before, during, and after store hours
- Assisted, informed, and inspired clients around the store, as well as coworkers
- Trained new employees on how to successfully complete their tasks
- Answered phone calls and booked appointments/ provide needed customer service