

Emily Sun

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OBJECTIVE

- Hardworking and highly adaptable graduate with great graphic design skills and printing experiences looking to find a position to work with and learn from industry professionals.
- 1+ years of experience communicating, and providing great customer service in English, Mandarin, and Cantonese.

SKILLS

- Well versed in graphic design, layout, and typography.
- Great understanding of packaging, binding, finishing, and printing techniques.
- Strong organizational, analytical and problem solving skills.
- Able to work efficiently under pressure, and tight schedules.
- Good communication skills, and a cooperative team player.

EDUCATION AND COURSES

Bachelor of Technology - Graphic Communications Management

Sept. 2013-Oct. 2017

Ryerson University

- Relevant Coursework: Layout and Typography, Binding and Finishing, Printing Processes and Quality Control, Electronic Premedia, Consumer Packaging, Marketing Metrics and Analysis, Management Accounting, and Professional Communication.

SOFTWARE

Illustrator

InDesign

Photoshop

Microsoft Office

VOLUNTEER EXPERIENCE

- Volunteer/ Helper - Taste of Asia (Richmond Hill, Ontario) 2012
- Office Assistant - Immigrant Youth Centre (Markham, Ontario) 2011

WORK EXPERIENCE

Receptionist/ Sales Assistant

Pet Ahead Inc. (North York, Ontario)

Jan. 15. 2015 – Aug. 30. 2015

- Managed receptionist area and handled tasks such as greeting customers, responding to phone and in-person information requests, and scheduling appointments as well as organizing operational records; learned to manage and complete multiple tasks efficiently.
- Assisted in selling in-store pet products, and promoted grooming packages; improved communication skills through interacting with customers, and learned to problem solve customer service/retailing issues.

Junior Graphic Designer/ Printing Assistant

Kopy Copy (Markham, Ontario)

March. 2016 – September. 2016

- Responsible for designing projects like menus, business cards, post cards, posters, and flyers from concept through completion for clients. Learned to interact and communicate with clients by sharing ideas and views, as well as dealing with different opinions and problems.
- Provided other services like scanning, photocopying, and printing. Assisted in finishing processes like packaging, scoring, folding, cutting, laminating, and drilling holes.