

SUZANNE CORTEZ MAGBUHOS

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EDUCATION

- 2018 **Baccalauréat, BAC**
Present *Baccalauréat en gestion et design de la mode (Fashion Marketing)*
Université de Québec à Montréal
- 2015 **Diplôme d'études collégiales, DEC**
2018 *Office Systems Technology : Micropublishing & Hypermedia*
(Honour Graduate)
Vanier College
- 2008 **Diplôme d'études secondaires, DES**
2014 *École secondaire Félix-Leclerc, Pointe-Claire, Québec*

LANGUAGES

- ◇ English (Fluent)
- ◇ French (Fluent)
- ◇ Tagalog (Intermediate)

WEB LANGUAGES

- ◇ HTML
- ◇ CSS

DIGITAL SKILLS

- ◇ Adobe Indesign
- ◇ Adobe Illustrator
- ◇ Adobe Photoshop
- ◇ Adobe Dreamweaver
- ◇ Adobe Acrobat Pro
- ◇ Adobe Premiere Pro
- ◇ Microsoft Office Suite
- ◇ Wordpress

PLATFORMS

- ◇ MAC
- ◇ PC

INTERESTS

- ◇ Fashion
- ◇ Design
- ◇ Blogging
- ◇ Photography

VOLUNTEER EXPERIENCE

Campus Tour Guide

Vanier College - November 2016

- Gave tours around the school campus
- Communicated with a large audience
- Offered helpful tips and answered their questions

WORK EXPERIENCE

- May 2018 **Freelance Web Graphic Designer**
Present *Patty Shapiro & Associates*
- February 2017 **Office Assistant/Graphic Designer**
Present *Vanier College International Education Department*
 - Create budget forms
 - Maintain filing systems in the office
 - Assist in coordinating special events
 - Provide administrative support
 - Answer phone calls and take care of food catering
 - Design promotional documents (posters, tickets, brochures, bookmarks, logos, invitation card etc.)
- October 2015 **Sales Associate**
Present *Aldo Group (Globo Division)*
 - Greet/assist customers in the store
 - Meet and exceed sales goals
 - Assist in setting up the visual merchandise
 - Train new employees
 - Participate in store maintenance
- April 2018 **Graphic Designer (Internship)**
May 2018 *Patty Shapiro & Associates*
 - Create advertising campaigns
 - Design a variety of job post
 - Design promotional items for trade shows
 - Redesign forms
 - Assist with designing the companies website
- June 2014 **Sales Associate**
February 2015 *Panda Shoes*
 - Greeted/assisted customers in the store
 - Met and exceeded sales goals
 - Handled cash transactions
 - Arranged labels on new arrivals
 - Replenished stock
 - Assisted in setting up the visual merchandise
 - Participated in store maintenance
- October 2013 **Sales Associate**
January 2014 *Aldo Group*
 - Greeted/assisted customers in the store
 - Assisted in setting up the visual merchandise
 - Participated in store maintenance