

### Career Objective for Suzanne Owh-Dignam:

To gain valuable work experience where I can both contribute and continually learn from other team members and designers around me.

### EDUCATION:

St. Lawrence College,  
Kingston, ON

- 3 Year Advanced Graphic Design Diploma
- graduated with distinction in June 2009
- **Academic Council Medal** received for the highest GPA in the program for 2009 graduating class.

St. Lawrence College,  
Kingston, ON

- Total Quality Management Certificate
- received in 2001

University of Toronto,  
Toronto, ON

- BSc Honours: Double Major in Psychology and Zoology
- degree received in 1993

### SKILLS AND ATTRIBUTES:

Organizational and  
Analytical Skills:

- acquired strong time-management skills due to meeting deadlines in freelance and consulting work
- accomplished in detail-oriented work due to graphic design training and science background
- acquired independent and team working skills

Communications and  
Interpersonal Skills:

- continuing to develop good listening skills through interaction with clients and working at Queen's Performing Arts Office.
- enjoy learning and sharing of ideas and viewpoints

Computer Skills:

- proficient in Adobe Creative Suite CS3: Illustrator, photoshop, indesign, dreamweaver, flash
- coffee cup html editor
- Microsoft Office, Access

## WORK EXPERIENCE:

- Queen's Performing Arts:
- May 2009-present for *Grant Hall Series*
  - create brochure, posters and other promotional collaterals
  - independent research on performers, music pieces
  - copywriting for recital programmes
  - create and update website
- Work Placement:
- March 23, 2009-April 9, 2009
  - Queen's Quarterly Magazine and Queen's Performing Arts Office
  - independently worked on websites, worked with senior graphic designer on the Grant Hall Series brochure
- Freelance  
Graphic Designer:
- 2007-present
  - create logos, stationery package, posters, brochures, book covers, websites

## VOLUNTEER EXPERIENCE:

- Co-coordinator:
- 2010-present for Queen's Women's Association for the Book Exchange Club
  - help review and recommend current books to the club
  - administrative duties such as setting up meetings for discussions
- Data Entry:
- 2008-2009 for Queen's Women's Association: Membership Committee
  - record, update, and make report on membership status and activities using Access
- Receptionist:
- 2007-2008 at Canadian Cancer Society, Kingston
  - provided efficient and courteous service to callers
  - mailed out tax receipts for donations
  - answered phone calls and related messages

## AFFILIATIONS:

- Provisional Member:
- July 2009 of Registered Graphic Designers of Ontario (RGD)-present, student member since 2007
- Student Representative:
- Sept. 2008-August 2009 of RGD for St. Lawrence College
- Student Representative:
- April 2008-present for Graphic Design Advisory Committee at St. Lawrence College
- Book Reviewer:
- Oct. 2007-present for Queen's Women's Association Book Exchange Group
- Co-coordinator/book reviewer:
- June 2009-present for Queen's Women's Association Book Exchange Group

## REFERENCES:

- available upon request