

CECILIA FERREIRA

CONTACT

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EDUCATION

Advertising and Graphic Design Diploma
Humber College (January 2022 - May 2023)

Developed creative thinking, problem-solving skills, teamwork and presentation skills. Program focused on executing successful design projects, logos, typography and creating campaign content for brands. Ability to utilize Adobe Photoshop, Illustrator and InDesign.

FREELANCE

Little Lu Skin Care Services
Graphic Designer (July 2023 - Current)

I play a crucial role in shaping the visual identity and aesthetic of the brand on the owner's Instagram platform. My responsibilities are centered around creating visually appealing and engaging content to enhance the service's presence, tell its story, and connect with the target audience.

VOLUNTEER EXPERIENCE

Services and Housing in the Province/SHIP
(May 2017 - May 2019)

Assisted with summer barbeques, annual picnics, and festive holiday parties, helping to serve food, play games with the clients, do coat checks, and have general social interaction with the clients in the mental health facility.

Camp White Pine Counselor
(September 2019)

Guided and ensured the safety of all the grade nine campers in my group cabin. Assisted with camp activities and exercises.

WORK EXPERIENCE

Ontario Clean Water Agency/OCWA
Administrative Assistant (March 2024 - Current)

Providing administrative support to management and administrative assistance in support of all activities required for operation of a cluster of water and/or wastewater facilities within the Hub.

Riverline Group Inc
Administrative Assistant (Sep 2023 - Current)

Providing administrative support to the owner/operator. Responsible for streamlining the invoice tracking system, using MS Excel. Providing project/client summaries for billing purposes.

Ferreira Tech Plumbing
Administrative Assistant (Sep 2017 - Sep 2019) (June 2022 - Current)

Prepared project invoices for submission to clients, responsible for timely and accurate completion of semi-monthly payroll for two employees, quarterly HST submissions, and payment for various business expenses, processing invoices for payment and distribution of petty cash. Providing excellent customer service to clients, both current and potential new business contacts.

Duo Senses
Graphic Designer (May 2023 - July 2023)

Worked on a variety of projects including designing packaging for new products, creating product catalogues and brochures, assisting with photoshoots and editing content prior to release, creating daily social media content to post on various platforms, as well as help to relaunch the company's new branding.

Plato's Closet Toronto Thrift Store
Sales Associate and Social Media Assistant (July 2021- May 2022)

Worked on their social media team for Instagram, posting and creating content to attract customers to the store. Tracked their social media responses to determine the audience reach and satisfaction. Retail skills: customer service, employee training, organization, and time management.

Old Navy Canada
Sales Associate (November 2019 - June 2021)

Retail skills: customer service, employee training, organization, and time management.

REFERENCES

Available upon request.