

# PHILANA KOTIUGA

Graphic Designer & Social Media Manager



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www.philanakotiuga.com



## Education

06 / 2009 - 04 / 2010

### Herzing College

Graphic Design for Web AEC

09 / 2006 - 06 / 2009

### Concordia University

Fine Arts (Studio Arts) BFA

09 / 2003 - 05 / 2006

### John Abbott College

Fine Arts DEC and English peer tutor



## Skills

Hard-working      Meticulous  
Bilingual          Organized  
Creative            Teachable  
Artistic            Responsible

Extensive (Mac & PC) knowledge in: Photoshop • Illustrator • InDesign • Blogging • Basic html web design skills, Wordpress and SquareSpace site management • Social media content creation and implementation on Facebook, Instagram and Twitter.



## Additional Info & Interests

Created and ran a braided scarf company (brand, handmade product line and packaging) and sold at various artisan and design fairs and a boutique around Montreal. • Photography, watercolour painting and furniture design & creation • Volunteered as a leader for a Youth Group for 9 years: coordinating and leading weekly activities for an average group size of 30 students, grades 7-11.

Please don't forget to check my portfolio site! [philanakotiuga.com](http://philanakotiuga.com)



## Experience

08 / 2014 - Present

### Lavica Coffee {Graphic Designer & Social Media Manager}

Creating all visual material (print & web) • packaging conception and brand redesign • trade show booth design and collateral • coordinating with printers and web designers • managing all social media, campaigns and image/photo/content creation and company blog • setting up & executing all product photoshoots and photo retouching.



02 / 2014 - 08 / 2014

### CMJ Productions II {Archive Researcher / Graphic Designer}

Researching/coordinating the reception and digitization of all archival material (photos, video clips, articles) for a 6-episode docudrama series airing on Discovery ID • negotiating licensing agreements with publishing houses/media outlets • retouching photos • fact-checking episodes and working closely with production team and editors.

02 / 2013 - 02 / 2014

### Freelance {Graphic Designer}

Contracts with an agency & start-up companies • business cards • promotional material: roll-up banner stands, pamphlets • web banners • photo editing • presentation layouts • product packaging & labels • collaborating on stop-motion animations and marketing videos.



01 / 2011 - 02 / 2013

### Tuango Inc. {Graphic Designer}

Creating daily deal images • bi-weekly ads in La Presse and affiliated newspapers • web banners • marketing & promotional material • illustrations • billboards • sales presentations • photographing/retouching products featured on the website • occasionally writing and translating texts.



02 / 2010 - 06 / 2010

### Pierre Belvedere Inc. {Internship in Graphic Design}

Designing all store signage • visual aids • promotional posters.



09 / 2009 - 05 / 2010

### Essence du Papier {Graphic Designer & Sales Clerk}

Designing invitations as per client's request • advising clients • processing payments • arranging displays • gift wrapping.



Summer  
2006  
2007  
2008

### CSC at Pratt & Whitney Canada {Service Delivery Coordinator and Data Entry}

Converting and formatting existing database entries to a Wikipedia-style internal use website • Receiving and processing service requests • data entry • assigning requests to computer technicians • cell phone inventory and helping with employee phone refresh program • file organization.

