



Emma Beauregard

Creative & Spontaneous Graphic Designer

Emma (Jessie) Beauregard

EmmCreative.ca

Emm.Beauregard@gmail.com

1(819) 743-3546

SKILLS

Adobe Suite (Illustrator, Photoshop, InDesign, Dreamweaver, Acrobat Pro, Premiere Pro)

Microsoft Suite (Word, Excel, Powerpoint, Outlook)

HTML5 & CSS (design, code, best practices)

Pastry Production & Creations (Personalized Cakes, Macarons, Crème Brûlée)

Administration (Calendar management, inbox management, reception)

Retail (Payment Reception, Register Balancing & Store Organization)

Working with the public (Serve Clients in Office & Retail settings, Receiving Calls & Replying to Email)

Data entry (Creation of Forms & Compilation of Data, Transcription of Audio Files)

EXPERIENCE

Projects

Weddings — *Stationery*

Save the Dates, Invitations, RSVPs & Various Stationery

Ongles Par Laura-Lee — *Creative Branding*

Logo & Business Card Design

Nettoyeur Flash — *Creative Branding*

Logo, Business Card Design, LED Neon Sign

La Boutik du Corset — *Creative Branding*

Logo, Business Card Design & In Store signs

Leavoy Law — *Creative Branding*

Logo, Business Card & Letterhead Design



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Employers

EmmCreative, Gatineau QC — *Freelance Graphic Designer*

January 2024 - PRESENT

Graphic design (such as logos, print & Web media) and web design and coding

Charles Ghadban Accounting, Ottawa ON — *Administrative Receptionist*

October 2023 - December 2023

Client assistance, calendar & inbox management

MSi, Ottawa ON — *Customer Service Representative*

August 2023 - October 2023

Client assistance & problem resolution

L'artisan du dessert, Gatineau — *Cake Decorator and Baker*

February 2023 - July 2023

Create personalised cakes, food production & client assistance

Bistro la gargouille, Gatineau — *Pastry Chef*

May 2022 - December 2022

Dessert creation, production & quality maintenance

Office of the Auditor General, Ottawa — *Desktop Publisher*

May 2013 - December 2018

Document formatting, administrative assistance & web design

CERTIFICATIONS

SLE (Government of Canada Second Language Evaluation): E-E-E

CED/DEC: NewMedia and Publication Design

DES: High School Diploma

Education

Heritage College, Gatineau — *NewMedia and Publications Design*

September 2012 - June 2015

Office Works Technical CED/DEC