

# JULIA COLLEY

## Graphic Designer & Illustrator

✉ julia.m.colley@gmail.com

📞 705-872-1238

🌐 juliacolley.com

📷 @juliacolleyart

**I am a dedicated and ambitious designer passionate about brand design. I believe in the power design plays in communicating and amplifying voices to create a positive cultural impact.**

With a background in fine art, I have a strong creative instinct. I have a diploma in Graphic Design and Interactive Media, where I was the program Valedictorian and received the President's Award for the highest grade in my program.

Over a decade of operations and administrative experience has helped me develop my exceptional time-management and organizational skills, which I have demonstrated in planning annual international conferences.

## EXPERIENCE

### Operations Coordinator | Graphic Designer

International Institute of Environmental Studies, Trent University | July 2016 - Present

- Manage communication among international university membership and external organizations.
- Responsible for developing and designing all marketing and communication materials, including brochures, event posters, handbooks, annual reports, websites and social media.
- Responsible for co-planning the yearly international conference for 100+ delegates and virtual events. My superb organizational and time-management skills were essential in many successful conferences.
- Working in an international setting, I am proficient in communicating effectively with colleagues from diverse cultural perspectives and maintaining a high degree of professionalism.
- Assists in tracking budgets by monitoring income and expenses and reporting variances.
- Hired and lead a team of web developers to build event websites.

### Administrative Assistant | Marketing & Communications

Trent School of the Environment, Trent University | May 2016 - April 2017

- Planned, organized and created content for the School's new website and social media pages.
- Oversaw the migration of ten websites to one site. Improved navigability and web presence using best practices.
- Coordinated the School's marketing and promotional materials, including conceptualizing, designing, and distributing events posters and writing media releases.
- Interviewed students to create content highlighting academic achievements.

## OTHER EXPERIENCE

### Teaching Assistant (Graphic Design & Interactive Media)

Toronto Film School | November 2022 - Present

- Support students individually, providing feedback on their concept development and designs.

### Graphic Designer (Freelance)

Remote | September 2021 - Present

- Identity Design, including naming, logo design, brand strategy and collateral for print, digital and merchandise.

## EDUCATION

### Graphic Design & Interactive Media Diploma

Toronto Film School | June 2022

### Bachelor of Fine Art, Major in Studio Arts

Concordia University | April 2012

## EXPERTISE

Brand & Identity Design

Illustration

Editorial Design

Typography

## TECHNICAL SKILLS

Illustrator ●●●●○

InDesign ●●●●○

Photoshop ●●●○○

After Effects ●●○○○

Procreate ●●●○○

## SOFT SKILLS

Collaborative

Creative problem solver

Passionate about design with keen attention to detail

Superb time-management and organizational skills

Excellent at meeting deadlines

Strong communications skills

## LANGUAGES

English (Native)

French (Proficient written and spoken)

## AWARDS & RECOGNITION

President's Award, Toronto Film School

Valedictorian (Graphic Design & Interactive Media Online Program), Toronto Film School

Honour's List, Toronto Film School

