



Shireen Keith

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About

My name is Shireen Keith and I am a Graphic Designer based in Edmonton, Alberta.

I am also an optimist, visualizer and adventurer who enjoys the outdoors, animals and volunteering. I like making things as clean and simple as possible for people to understand while still making everything look pretty and unified.

Skills

Soft Skills:

Motivated, Enthusiastic,
Dependable, Team Player

Technical Skills:

Microsoft Office, HTML, CSS,
Wacom Tablet

Adobe Programs:

Illustrator, InDesign,
Photoshop, Dreamweaver

Education

2013-2015 [Digital Media Diploma](#)

Grant MacEwan University, Centre for the Arts and Communications, Edmonton, Alberta
10045 - 156 Street

2012-2013 [Design Foundations Certificate](#)

Grant MacEwan University, Centre for the Arts and Communications, Edmonton, Alberta
10045 - 156 Street

Experience

Casual Mail Processor | October 2011 - Present

[Canada Post](#)

12135 149th St. NW Edmonton, AB

Working as a casual involves a variety of jobs around the mail plant which includes but are not limited to, sorting letters, sorting parcels, operating machines for mail and correcting addresses and postal codes when incorrect.

Stock/ Visuals | April 2015

[Sport Chek](#)

8882 170 St. NW Edmonton, AB

Responsibilities as part of the stock/visual team included organizing clothing and accessories by brand, gender, size and colour, applying and assuring security tags were attached and working, hanging and bunking items into the proper areas and ensuring there was always an organized, clean and safe working space.

Sales/ Team Lead/ Stock Manager | January 2007

[La Senza Express](#)

8882 170 St. NW Edmonton, AB

Being a team lead involved being a role model for coworkers, providing them with responsibilities and acting as manager on duty when the managers were not available.

Stock manager consisted of receiving and preparing incoming and outgoing mail/stock, ensuring the stock room was clean, organized and safe at all times. Helping with store floor changes and window set ups, following floor plans and finding items and signage for mannequins, walls, cash desk and window displays.