

# Jeff Graham

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<p><b>Objective</b></p>  <p><b>Summary of Qualifications</b></p>	<ul style="list-style-type: none"><li>• To work in a co-operative and collaborative environment with other creative individuals where I can gain practical and technical experience in areas related to my field of study.</li><li>• Knowledge of a wide variety of Windows and Mac OSX applications, including: Photoshop, Dreamweaver, Fireworks, Word, Excel, Powerpoint, Access, InDesign, Final Cut Pro, Paint Shop Pro, After Effects, CorelDraw.</li><li>• Extensive academic and workplace experience in conceptualizing, planning, budgeting, creating, presenting, documenting, and reflecting on projects, individually and as part of a collaborative effort.</li><li>• Comfortable with working in groups or individually, excellent time-management and strong problem solving skills from years of experience in customer service.</li><li>• Eagerness, motivation and drive to learn and apply strong academic and practical skills in the workplace.</li></ul>
<p><b>Employment</b></p>	<p>June 2009 – Present    Ministry of Municipal Affairs &amp; Housing    Toronto, Ontario</p> <p><b>Jr. Web Administrator/Jr. Information Analyst</b></p> <ul style="list-style-type: none"><li>• Major responsibilities include analyzing and reformatting existing web content, creating new web content, the creation of graphics, promotional materials, project plans, mind-maps, and timelines, holding meetings with a creative team to showcase progress and attain feedback, reflecting on any changes and looking for other areas of improvement or development, examining new ways to incorporate social media into the government.</li><li>• The time spent working and at the Ministry of Municipal Affairs and Housing has provided me with hands-on working experience, a strong sense of teamwork and leadership, and a very well rounded understanding of the processes required to plan, execute, and reflect upon a series of tasks successfully in a collaborative environment.</li></ul> <p>September 2008 – April 2009    Ryerson University    Toronto, Ontario</p> <p><b>Administrative Assistant</b></p> <ul style="list-style-type: none"><li>• Major responsibilities included digitizing, manipulating and archiving slides and print images, the preparation and creation of numerous lecture materials and other documents, researching and connecting with artists and professors to aide in the preparation of a major convention, as well as caring for e-mail and messages, and providing creative input in many situations, along with numerous other administrative duties.</li><li>• The time spent working and studying at Ryerson University has helped me to sharpen and further develop my professional and interpersonal skills in a way that will surely help me to excel in a professional atmosphere.</li></ul>

