

# IVETT KECSKES

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## PROFESSIONAL SUMMARY

Dynamic and proactive professional with a strong background in graphic design, customer service, and office administration. Recognized as a vital team member with a proven ability to work independently while meeting deadlines and achieving results. Committed to responsibilities that foster growth and enhance professional knowledge in a collaborative environment. Eager to contribute skills and creativity to drive success within an innovative organization.

## SKILLS

- Excellent knowledge of Adobe CC (InDesign, Illustrator, Photoshop, After Effect, Lightroom, XD, Character Animator, Premiere Pro)
- Basic understanding of HTML & CSS, WordPress & Sublime Text
- Nominated for the “Best Motion Graphics” Award at the TFS Festival of Films 2019
- Excellent MS Office Suite knowledge (Word, Excel, PowerPoint, Outlook)
- Comfortable in Mac OS, Windows and Android
- Basic QuickBooks knowledge
- Excellent people & time management skills
- Easily manage a diverse workload
- Great attention to details
- Quick and responsive learner
- Excellent organizational skills
- Excellent communication skills (English, Hungarian)
- Class “F” Ontario Driving License
- Client communication skills
- Excellent Problem-solving abilities

## EDUCATION

**Toronto Film School**  
Toronto, ON • 07/2019

*Honors Diploma:*

- Graphic Design and Interactive Media
- 4 Semester, 3.84 GPA

**WIS International**  
Toronto, ON • 01/2017

*Inventory Management Certificate*

## WORK HISTORY

**Dubwear Clothing Co. - GRAPHIC DESIGN MANAGER**  
*Mississauga, ON • 2022 - 2026*

- Keep close contact with clients daily to clarify and finalize orders, and with suppliers for pricing quotes and submit orders.
- Maintain website and social media sites, developed catalogs, promotions, that drove consumer engagement and innovative apparel graphics aligning with brand identity
- Coordinate between clients and production team, maintaining high standards for visual consistency across all products.
- Balanced multiple ( 20+/day) concurrent projects while maintaining exceptional quality and meeting tight deadlines.
- Boost client satisfaction by effectively addressing concerns and incorporating feedback into revisions.

**CanTalk Canada Inc. - FREELANCE INTERPRETER**  
*Ontario, Canada • 2018 - Current*

- Interpreting for Law firms, Medical or Criminal emergencies, Insurance issues (Hungarian - English)
- Delivered accurate interpretation services for diverse industries, enhancing client satisfaction.

**BMS Enterprises - GRAPHIC DESIGNER**  
*Brampton, ON • 2019 - 2020*

- Multitasked between 5+ projects regularly
- Created designs for ads (print and digital), catalogs, new product packages, branding; new product photo-shoot and photo-retouching
- Operated and maintained a large-scale (Oce-Arizona 480GT) UV ink printer

**Century Mart Inc. - GRAPHIC AND WEB DESIGNER**  
*Toronto, ON • 2021 - 2024*

- Developed the brand identity
- Created and maintained website and social media sites
- Created and posted advertisements, both digital and print
- Managed inventory, PR, sales, delivery, customer service and marketing