



## EMMA RICE

### GRAPHIC DESIGNER

#### ABOUT ME.

I am a Graphic Designer, Illustrator and Lover of Light inspired by the natural world, its colours and shapes. When not working on a design project, you will likely find me in the mountains or forests on my bike, floating in a body of water or snapping photos of something or someone.

#### SAY HELLO. YOU WON'T REGRET IT!

Phone: 604 389 9220

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Web: emmaricedesign.com

Social: @emmaricedesign

#### TECHNICAL SKILLS.

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Sketch
- InVision
- Photography
- Microsoft Word
- Microsoft PowerPoint
- Google Drive and Calendar
- SAP

#### SOFT SKILLS.

- Art direction
- Typography
- Independent worker
- Time management
- Advanced communication

#### EXPERIENCE.

##### Freelance Designer

2018 – Current

*Squamish, BC*

Various freelance projects including Logo design and branding for Fractal Project Management and Taylor 159 Farms as well as wedding invitation and stationary design.

##### Server | 2014 - Current

2014 – Current

*Samurai Sushi Squamish - BC*

General server duties including customer service, and stock management. Conduct staff training and upgrading.

##### Hotel Services Manager

2012 – 2014

*Caves House Hotel - WA, Australia 2012 – 2014*

Responsible for ensuring the smooth running of administration and guest services for hotel including management of staff.

- Training of guest services staff
- Management of online booking & website
- Marketing and advertising
- Tour sales and bookings
- Resolve guest complaints to satisfaction of the client
- Staff scheduling
- Hotel maintenance management

##### Parts Planner

2009 – 2011

*Rio Tinto - WA, Australia*

Working to tight deadlines with minimal supervision whilst demonstrating a high degree of accuracy. This position is integral to ensuring the sites production targets are met.

- Procurement of parts, materials and tooling
- Correspond with mine manager and superintendent on time lines and financial targets
- Arrange and follow up all deliveries and logistics
- Warranty, repair and re-manufactured parts management
- Collaborate with maintenance planners and schedulers to ensure all equipment and parts are on site before required
- Coordinate off site labour

#### EDUCATION.

##### Diploma of Graphic Design

2019

*LaSalle College Vancouver*

##### Approved Hotel Managers Card

2009

*WA, Australia*

##### Certificate II in Business Studies

2004

*Tafe WA - Busselton WA, Australia*

#### AWARDS & COMPETITIONS.

##### Dean's Honor Roll

*Summer 2017 | Spring 2018 | Fall 2018 | Winter 2019*

##### President's Honor Roll

*Fall 2017 | Summer 2018*

##### Skills Canada BC

*Provincial Competition | April 2019*