

# JENNY CHAN

501, 1053-10 Street SW • Calgary, AB T2R 1S6  
Mobile (403) 397-3348 • info@thejenniest.com

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## Education

2004 — 2006

### Design Studies Illustration Diploma

MacEwan College, Edmonton, AB

2003 — 2004

### Design Studies Foundations Certificate

MacEwan College, Edmonton, AB

1997 — 2002

### B.Com, Marketing

University of Alberta, Edmonton, AB  
• 1 year Cooperative Education Program  
with a 12 month required work term

1994 — 1997

### High School Diploma

Strathcona Composite, Edmonton, AB

## Employment

2009 — Present

### Project Manager

*STEM Communication Ltd. / Sajak & Farki,  
Calgary, AB*

Oversee interactive projects with a team of four to six as well as responsible for client relations (meetings, estimates, invoices). Also provide production assistance.

Select Clients: Canoe Financial, Telus, TransCanada, University of Calgary, WestJet

2006 — 2009

### Designer

*STEM Communication Ltd., Calgary, AB*  
Branding, print design, web design, client relations and project management.

2006

### Design Internship

*STEM Communication Ltd., Calgary, AB*  
Design corporate identities, adverts and other assorted print materials.

2001

### Sales Representative

*Shaw Cablesystems, Burnaby, BC*  
Assisted with public relation events and managing database of sales statistics.

2000

### Marketing and Information Systems Coordinator

*Northern Frontiers Visitors' Association,  
Yellowknife, NT*  
Responsible for all print brochures, website maintenance and client relations.

## Skills & Abilities

Mac      Adobe Creative Suite, iWorks  
PC      Microsoft Office  
Other    Streamtime, Harvest, Basecamp,  
            Wacom tablet, OmniGraffle

## Other Assets

Languages • Cantonese (somewhat fluent)  
Hobbies    • Knitting  
              • Drawing and painting  
              • Baking (especially banana bread)  
              • Hand crafted greeting cards

## References

You betcha! Please let me know and I'll provide you all the information.