

# MEG ILSLEY

GRAPHIC AND WEB DESIGNER

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<https://megilsleydesigns.ca>



## DESIGN SKILLS

Adobe Creative Suite  
Visual Studio  
HTML, CSS  
Beginner JavaScript

Website Design  
Publication Design  
Typography  
Logos and Branding

## OTHER SKILLS

Microsoft Office Suite  
Time Management  
Creative Writing/Editing  
S.W.O.T. Analysis

Data Entry  
SAP  
Hiring/Interviewing  
Employee Scheduling

## WORK EXPERIENCE

### Government of Manitoba 2021-Present

#### Record and Reporting Specialist

Managed records for the department; edited internal and external documents and correspondence; assisted with graphic design tasks as requested; designed and managed departmental newsletter in InDesign; assisted with management of SharePoint site; managed student employees (hiring, supervising, training).

#### Receptionist

Managed front desk; developed training manuals; assisted with Accounts Payable tasks; developed and maintained tracking systems; utilised databases to prepare documents.

### Extendicare Inc. 2019-2020

#### Payroll and Benefits Coordinator

Processed biweekly payroll; investigated and addressed errors; assisted employees with benefits and payroll inquiries; completed paperwork for unions and external vendors; maintained high level of confidentiality; assisted with scheduling tasks.

## EDUCATION

### Visual College of Art and Design 2023-2024

#### Diploma of Graphic Design

Obtained knowledge on various areas of graphic design including colour theory, advertising, publication design, and typography.

### Open Colleges Australia 2012

#### Certificate of Creative Writing

Obtained knowledge of various areas of creative writing including fiction and non-fiction, editing, and advertising.