

MEGAN SINGH

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UX Designer - Graphic Designer – Videographer – Video Editor – Photographer

Passionate, detail-oriented, organized, and meticulous employee. Thrives in a fast-paced environment to meet tight deadlines. Enthusiastic team-player ready to contribute to company success. Lifelong learner with the drive to acquire new knowledge and skills.

SUMMARY OF QUALIFICATIONS

- 20+ years experience working with Adobe Photoshop, Adobe Premier, Adobe InDesign, Microsoft Word & Microsoft PowerPoint
- 15+ years experience working with Adobe Illustrator, Adobe After Effects, Microsoft Excel
- Multi-project organization, ability to prioritize tight deadlines, accommodating last minute requests while maintaining high quality standards across all projects
- Exceptional technical knowledge in a variety of fields and the ability to learn and acquire new skills in the ever-changing industry

PROFESSIONAL ACCOMPLISHMENTS

Graphic Design, Web Design, UX design & Animation

- Designed print materials including posters for events and holidays, sales tags, information posters, highway advertising signage, trifold pamphlets, business cards, company vehicle decals
- Created and revamped company logos
- Design layouts for new websites, digital advertisements, interactive PDF documents and PowerPoint presentations
- Communicated with web programmers to ensure the user interface and user experience were being programmed as per design specifications
- Maintained WordPress websites, updated websites with new content, read/edit/manipulated HTML code
- Created animations for digital signage advertisements, animated items for client videos, and animated DVD menus

Videographer, Video Editing & Photography

- Created and edited content for clients' Instagram Reels, TikTok and YouTube accounts
- Created public information videos consistent with the City of Fort St John's branding image for social media (YouTube, Facebook)
- Preparation of storyboards and shot lists, organized filming locations and scenes, made proposals for additional videos
- Filmed on location, camera operation, audio capture, still and B-roll content, determined shot angles, locations, and content
- Aerial, business, studio, and industrial photography, photo editing and colour management, photo manipulation, film to digital conversion, photo restoration, proofing, file management, and printing
- Postproduction including capturing and logging footage, editing, manipulating, and compositing video footage, creating, and incorporating static & animated graphic elements, ensuring logical sequencing and continuity, creating rough and final cuts to meet client expectations
- Audio management including recording and editing dialogue, selection of music and audio effects, and ensure accurate timing with video footage

Customer Service & Social Media Management

- Consult with clients to determine nature, content, and overall look to determine best medium suited to produce the most appropriate vehicle of communication
- Meeting on a weekly basis with clients to discuss progress on accounts, tasks and provide updates on Social Media reports
- Coordinate all aspects of production for print audio-visual or electronic materials
- Conduct research to accurately represent clients and attract their targeted customer demographic
- Responsible for sales and accurate invoicing
- Answering the phone in a professional manner as well as addressing customer complaints

KEY SKILLS & SOFTWARE PROFICIENCY

Time Management	Adobe Creative Suite	Final Cut & Premiere Pro
Problem Resolution	MS Office	After Effects
Detail Oriented	WordPress	Lightroom

EMPLOYMENT HISTORY

THE VIRTUAL GURUS, Calgary, AB | 2022 – Present

Virtual Assistant - Social Media & Marketing, Graphic Design & Video Editing

CITY FURNITURE, Edson, AB | 2018-2022

Owner, Customer Service Representative, Graphic Designer & Social Media Manager

CITY OF FORT ST JOHN, Fort St John, BC | 2014-2018

Video Content Creator

EAGLE VISION VIDEO PRODUCTION, Fort St. John, BC | 2011-2013

Videographer, Photographer & Graphic Designer

CITY OF FORT ST JOHN, Fort St John, BC | 2010-2011

Clerk III, Aquatic Supervisor & Graphic Designer Substitute

EDUCATION

UNIVERSITY OF LETHBRIDGE, Bachelor of Fine Arts – New Media | 2010

UNIVERSITY OF NORTHERN BRITISH COLUMBIA, Computer Science Major | 2005

PROFESSIONAL DEVELOPMENT

Currently enrolled in the UX Design Certificate program by Google through Coursera.

VOLUNTEER EXPERIENCE

Fort St John Arts Council, Co-Chair | 2014-2017

Fort St John Film Society, President | 2012-2017

Girl Guides of Canada, Group Leader | 2010-2014