

## HIGHLIGHTS OF QUALIFICATIONS

- ✚ Bachelor's degree in Technology and Design of Electronic Computing Systems
- ✚ Experience in graphic design using CorelDraw, Adobe Illustrator, InDesign (portfolio can be seen on <http://www.nadya-art.gootkin.com/graphics.html> )
- ✚ Successful in generating and implementing new creative ideas
- ✚ Strong attention to detail, diligent and thorough in providing high quality of work
- ✚ Excellent ability to learn quickly and work with minimal supervision
- ✚ Able to cooperatively work with internal/external clients in demanding situations
- ✚ Outstanding ability to distinguish between colours/ palettes

## TECHNICAL SKILLS

- ❖ Graphic applications: CorelDraw X4, Adobe Illustrator CS2, Adobe InDesign, Adobe Acrobat (both on Mac and PC platforms), 3D Studio Max 5.0
- ❖ Microsoft Office 2007 (Word, Excel, Visio, PowerPoint)
- ❖ Web programming: HTML, CSS, basic knowledge of JavaScript
- ❖ Familiar with "Joomla!", "Magento" and WordPress Content Management Systems
- ❖ Office equipment: printer, scanner, photocopier, fax, laminator

## WORK HISTORY

### Graphic Design Editor

Apr 2010 – now

#### "Vestnik Trekh Gorodov"

(Russian community newspaper of Kitchener-Waterloo, Cambridge, Guelph)

#### Volunteer project

- ✚ Create and edit the layout of articles utilizing CorelDraw X4
- ✚ Search, place and implement adequate artwork using CorelDraw X4, Corel Photo-Paint
- ✚ Quality control of the newspaper
- ✚ Developing and implementing commercial advertisements designs using CorelDraw X4
- ✚ Designing artworks as necessary utilizing CorelDraw X4
- ✚ Work out the layout, flow and functionality of the newspaper's website (<http://www.kwgazeta.com>) using HTML, CSS, JavaScript
- ✚ Update newspaper's website content as necessary
- ✚ Follow the requirements of the Chief Editor

### Graphic Designer / Website Designer

Sep 2009 – Oct 2010

#### Independent Consultant

- ✚ Created a flyer, over 20 logo designs for a company utilizing Adobe Illustrator, Adobe Photoshop
- ✚ Designed promotional materials and a website for a private customer using HTML, CSS, CorelDraw (project in development)
- ✚ Maintained website for a private customer utilizing HTML, Joomla!, Corel Photo-Paint

### Graphic Designer/ Web Developer

June 2009 – Sep 2009

#### TeleGo (Kitchener, ON)

(3 months contract)

- ✚ Developed all promotional graphic designs including layout and colour scheme for the annual trade show (poster, T-shirt, banner etc.) and a flyer for a charity event utilizing Adobe Illustrator, InDesign and Photoshop
- ✚ Prepared ID cards using Adobe Illustrator, cutter and laminator
- ✚ Scanned documents and processed them for e-mailing using office scanner and Adobe Acrobat
- ✚ Maintained existing TeleGo web site ([www.telego.org](http://www.telego.org)): added/deleted products, updated catalogues, added new pages etc.
- ✚ Processed photos for the web site utilizing Adobe Photoshop
- ✚ Wrote, modified and tested web site related code (HTML, CSS)
- ✚ Worked closely with the marketing team to ensure the web site meets company's high quality standards and all features needed by the company

## WORK HISTORY (CONTINUED)

### Showroom Designer

2005 - 2006

#### “Kuhnistroy-Zetta” (Moscow, Russia)

- ✚ Designed showroom kitchen interior spaces for one of the leading kitchen corporations in Russia
- ✚ Prepared sketches and drawings of kitchen furniture layout both manually and in a CAD-based system
- ✚ Prepared detailed specifications of kitchen furniture (price, size, materials, layout)
- ✚ Used ergonomic principles to create safe, healthy environments
- ✚ Utilized the knowledge of products, materials and installation techniques to create attractive showroom interior

### Artist/Graphic Designer/Interior Decorator

2004 – 2005

#### Independent Consultant

- ✚ Processed photos utilizing Adobe Photoshop software
- ✚ Prepared interior, layout and visualization models in 3D Studio Max software
- ✚ Prepared sketches and drawings of interior layout: floor plans, furniture layout using MS Visio software
- ✚ Developed color schemes of projects
- ✚ Used ergonomic principles to create safe, healthy environments
- ✚ 1st Prize winner in home accessories design contest

### Software Tester

2001 – 2004

#### Quest Software, USA (Moscow branch, Russia)

- ✚ Designed, executed, and evaluated manual software tests for functional, regression, and performance testing (applications for MS Exchange 5.0)
- ✚ Documented software defects using a bug tracking system (TestTrack Pro)
- ✚ Worked closely with the software development team to ensure the products meet high quality standards
- ✚ Identified, analyzed and documented problems with program function, output, online screen, or content

### Executive Assistant to CEO

1996 – 2000

#### Arthur Andersen LLP, Chicago, USA (Moscow branch, Russia)

- ✚ Dealt with both internal and external customers in a courteous and professional manner
- ✚ Managed Executive’s schedules and appointments
- ✚ Coordinated high volume of activities in the office
- ✚ Performed follow-up support to a variety of tasks from CEO

## EDUCATION

### Moscow State Academic Art School of 1905 Year’s Memory

Advanced training on the specialty: Interior Design

### Moscow Power Engineering Institute (Russia)

Focused on Technology and Design of Electronic Computing Systems