


# Mary Joe Silva

Art Director

 647.213.3985

 [maryjoes26@hotmail.ca](mailto:maryjoes26@hotmail.ca)

 [maryjoesilva.com](http://maryjoesilva.com)

Password: showmemore

 [Mary Joe Silva](https://www.linkedin.com/in/Mary-Joe-Silva)

## PROFILE

- Excellent problem-solving skills
- Proficient in Microsoft Office, Internet and Intranet systems, Adobe C-Suite and Figma
- Positive attitude
- Works cooperatively with others
- Excellent listening skills
- Responsible, reliable and determined

## LANGUAGES

English



Portuguese



Spanish



## EDUCATION

2018 – 2022

### **Humber College, Bachelor of Creativity Advertising**

Lead Art Direction for group project

Improved Adobe Creative Suite skills in Art Direction classes

On Dean's List in 2019, 2020, 2021

2015 – 2018

### **Seneca College,**

### **Honours Bachelor of Commerce – Business Management**

On President's Honour List in 2015, 2016, 2017

Graduated with Honours in June 2018

2013 – 2015

### **Seneca College, General Business**

Received a Marketing certificate from CPSCA Sales Association

Graduated with Honours in June 2015

2012 – 2013

### **Seneca College, General Arts**

Graduated with certificate in June 2013

## WORK EXPERIENCE

Jan. 2021 – Present

### **Office Administrator, AJF Forming LTD**

- Created and designed new documents for both internal and external use
- Established new organization methods for office
- Performed administrative tasks

May 2022 – Aug. 2022

### **Junior Art Director Intern, Klick Health**

- Generate highly effective creative concepts for 360 campaign and branding
- Develop presentations to articulate design concepts
- Working as part of a team designing and producing a variety of materials

2014 – 2021

### **Cashier, Michael's Arts and Crafts**

- Provided excellent customer service
- Prepared and trained new employees

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## CLIENT PROJECTS

### Blake Boulton Youth Outreach Service

Humber College 2020

### MetroLinx GO Transit

Humber College 2020

### Accord

Humber College 2021

- Came in first place

## ACCOMPLISHMENTS & AWARDS

- Received a Diploma in Portuguese Language in 2014 from the University of Lisboa
- Received Ontario Scholar Award in 2012
- Published two poems in "Amelia's Angels" in 2010
- Winner of "To me being a Portuguese Canadian means" scholarship essay contest in 2009 and 2010
- Received Most Improved Student Award in 2008

## WORK EXPERIENCE CONTINUED

May 2020 - Sept. 2020

### Realtor Assistant, Lika Team Homes Real Estate

- Designed property promotional products
- Managed social media ads
- Communicated with agent on upcoming tasks
- Arranged deliveries with vendors

2016 - 2018

### Cricut Instructor, Michael's Arts and Crafts

- Educated students on how to use cricut machines
- Promoted future class events happening in store

## VOLUNTEERING EXPERIENCE

Oct. 2012 - 2017

### Member Of Community Club

#### Associação Migrante de Barcelos

- Help organize fund raising events
- Designed promotional materials for events
- Group Dancer

Jan. 2015

### Orientation Leader

#### Seneca College

- Guide students to different parts of the school
- Communicate and gather information to give to coordinator
- Coordinate and schedule lunches with other staff members

Jan. 2014

### Orientation Leader

#### Seneca College

- Helping new students find their way around the school
- Lead new students to the classes
- Keep track of number of students

## INTERESTS & HOBBIES



Exploring the outdoors



Crafting



Nutrition



Exercise



Learning