

# COURTNEY MCCORMICK

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## SKILLS

- ▶ Excellent written and verbal communication developed through multiple group academic projects and past employment in retail and customer service
- ▶ Managing multiple projects by using organizational and time management skills
- ▶ Gathering, analyzing, and presenting data in a visually pleasing and simple way

## EDUCATION

### **Interactive Media Design Diploma** (2020 - 2022)

Durham College, Oshawa, ON  
*With Honours*

### **Advertising and Marketing Communications Diploma** (2014 - 2016)

Durham College, Oshawa, ON *With Honours*

## SOFTWARE

### **Adobe Creative Suite**

Photoshop, Illustrator, InDesign, After Effects, Premiere Pro, XD

### **Microsoft Office**

Word, Excel, PowerPoint, Teams

### **Visual Studio Code**

HTML, CSS, Javascript, GSAP

## RELEVANT EXPERIENCE

### **FastStart DC (Nov 2021 – April 2022)**

Entrepreneurship Assistant (Graphic Designer)

- ▶ Develop quarterly recruitment campaigns across a variety of medias
- ▶ Work with clients to build and develop cohesive brands for their small business
- ▶ Aid in creating branding-related workshops and presentations

### **EHC Global (Sep 2016 – Aug 2020)**

Marketing Coordinator

- ▶ Coordinate with a number of teams internationally to organize B2B advertising campaigns including strategy, presentations, and graphic design support
- ▶ Keep inventory of, design, and order promotional items and clothing
- ▶ Develop and implement plans for product/company displays and tradeshow booths
- ▶ Maintain company product database, taking and editing of photos of products
- ▶ Design, writing and layout of quarterly company newsletter
- ▶ Create mock-ups for website pages

### **Ad Production Crew (Jan 2016 – Mar 2016)**

The Chronicle – Durham College Newspaper

- ▶ Design creative advertisements to suit clients' needs in a timely manner
- ▶ Coordinate with Account Representatives to meet clients' objectives and goals