

ROOCRUIT

Joalize

Bloemfontein, South Africa

Graphic Designer & Administrative Professional

PROFESSIONAL SUMMARY

Detail-oriented and highly organized professional with extensive experience in graphic design and administrative support. Proven ability to manage complex projects, coordinate tasks, and communicate effectively with diverse clients and internal teams. A proactive problem-solver who excels at organizing workflows, managing documents, and delivering high-quality visual content under tight deadlines.

KEY SKILLS

Technical Proficiency:

- Adobe Creative Cloud (Illustrator, Photoshop, InDesign, Premiere Pro, After Effects)
- Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
- Social Media Management (Facebook Meta, Instagram, LinkedIn)

Professional Competencies:

- Project & Time Management
- Administrative Organization
- Visual Brand Identity & Content Creation
- Client Liaison & Communication

PROFESSIONAL EXPERIENCE

Graphic Designer

2022 - Present

Specialist Creative Arts & Design Agency

Successfully combines creative design with administrative and organizational responsibilities. Manages key office functions to ensure projects run smoothly and on schedule while crafting visually appealing designs.

- Develops comprehensive marketing materials and social media content using Adobe Creative Cloud.
- Manages internal documentation and workflows to increase operational efficiency.
- Coordinates scheduling and meetings while handling multiple project priorities.

Marketing Intern

2021 - 2022

Leading South African Auction Group

- Executed various design projects ranging from print marketing to digital assets.

- Assisted with client liaising and relationship management.
- Collaborated with the marketing team to align visual outputs with corporate branding.

Graphic Design Student Intern

2021

Digital Media & Event Services Firm

- Applied advanced skills in Adobe Photoshop and Illustrator to support visual storytelling.
- Assisted in the creation of promotional collateral for diverse client portfolios.
- Refined professional design workflows in a fast-paced environment.

EDUCATION

CTU Training Solutions

Higher Certificate in Graphic Design | 2020 - 2021

CERTIFICATIONS

Adobe Certified Associate:

- Visual Design using Photoshop
- Adobe Illustrator

Adobe Certified Professional:

- InDesign
- After Effects

LANGUAGES

- English
- Afrikaans