

Quinten Sheriff

QUINTEN JAMES SHERIFF CURRICULUM VITAE

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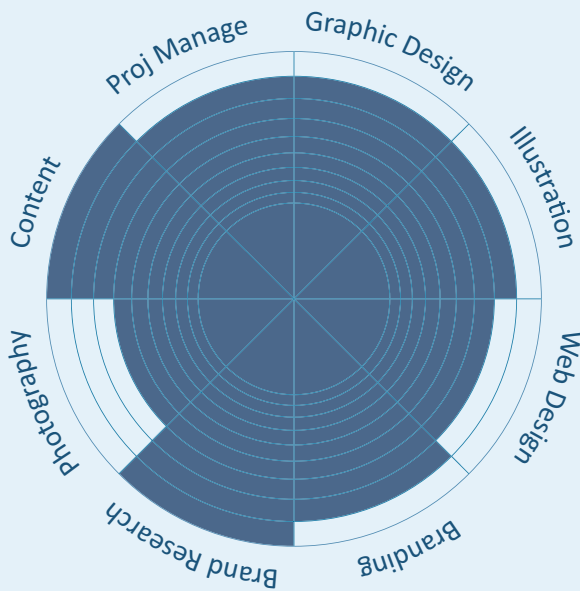
CAREER SUMMARY

Graphic designer and marketing assistant with demonstrable conceptual and visual skills from concept to print. Strong portfolio showing bilingual re-branding for current company, with a track record of successfully managing small to large projects. A team player with strong communication skills.

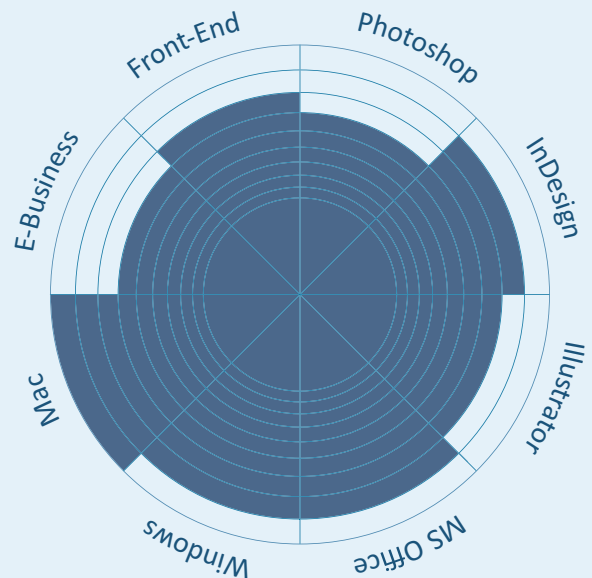
LANGUAGES

- English - Native speaker
- French - Fluent
- Spanish - Intermediate

TECHNICAL SKILLS



CURRENT EXPERTISE



EDUCATION

- | | | |
|---|---------------------------|-----------|
| • Attestation of College Studies (ACS) in Web and Graphic Design | Herzing College, Montréal | 2015-2016 |
| • Masters of Science | SUNY, New York | 2012-2014 |
| • Bachelor's Degree in Music and English | UNISA, South Africa | 2000-2004 |

RECENT PROJECTS

- Brand identity, logo design, social media marketing materials for Production Company "The Hypnotyst" Ireland, UK, 2017
- Marketing materials, posters and signage for VSquare Fitness, Montreal, Canada, 2017
- Marketing, logo work, publications and brochure, packaging, content editing, for Olive & Bay Co, Montreal, Canada, 2016 - 2017
- Logo, marketing materials, consulting, proofreading and content editing for Avenue Canada, Montreal, Canada, 2016 - 2017
- Featured artist, chosen artist by "Diversité Artistique Montréal" for publication in TicTocArt magazine, Oct 2017
- Narration for "Magnéto" to celebrate the 375th celebrations "Parcours Sonores MTL," audio tour of Montreal, 2017
- Built personal website 2016 - 2017

EMPLOYMENT EXPERIENCE

GRAPHIC DESIGN WORK FOR DISTINCTIVE APPLIANCES 2016 - 2017

3591

PAGES OF PRICE LISTS AND PRODUCT GUIDES

In multiple formats for 13 brands in 2 countries in 2 languages leading to 5% growth of sales in 2016 and 9.25% in 2017

211

PRESENTATIONS, FORMS, TRAININGS

For 3 showrooms, Head Office and H.R. creating forms for new business procedures, staff trainings, industry standards training

180

PROMOS AND POPS

Promotions, sales and SPIFF programs leading to 20 226 sales orders in 2016, and 20 890 in 2017 or 13 400 appliances a month and working with a budget of \$50 000

155

SOCIAL MEDIA

Internal and external advertising across 6 provinces, in 2 languages reaching 209000 viewers as well as for The Brick, Corbeil, Tanguay, CAS, TA Appliances

134

BUILDER SALES SHEETS

Across 2 provinces, in 2 languages targeting 44 construction projects leading to 3% growth in 2017 and anticipated 15% for 2018

Graphic Designer and Marketing

Distinctive Appliances - Montreal, Canada
Oct 2016 - current

Developing visual solutions to business problems
Creating marketing, sales and advertising materials
Upkeep and maintenance of 3 company websites
Flexibility and independent management of time
Clear communication relating to design projects and deliverables

Working with marketing and depts to ensure coherence and consistency of brand management
Social media analysis, reviews, targeting and reaching consumers, design of adverts and promotions
Developing print materials in differing formats – labels, docs, brochures, stickers, product guides, price lists, business cards, magnets, promotions

Music and English teacher

Prem International School - Chiang Mai, Thailand
Aug 2008 - July 2011

Technology leader
Implemented online learning and monitoring systems
Provided ongoing training to support fellow teachers
Integration of technology, converted paper curriculum

Office Manager and Personal Assistant

Walker Maré Quantity Surveyors - Johannesburg, South Africa
Oct 2003 - Dec 2004

Compiled documents for Tender purposes
Office accounting, budget monitoring, purchasing
Customer service by telephone, email, face-to-face

Music and English teacher

Gateway High School - Harare, Zimbabwe
Jan 2000 - Dec 2001

INTERESTS & ACTIVITIES

I enjoy a diverse range of interests including exhibitions in Zimbabwe, China, Thailand and Péru, as well as ongoing representation in Quebec and Canada. My vocal talents have been recorded by La Clique Vocale, a Montreal-based choir, and for a podcast series celebrating Montreal's 375th. Service and volunteer opportunities enrich my life, and I have built houses, painted murals, and worked with music teachers in underprivileged areas of Lima and Montréal, and with orphanages in China. Yoga and meditation helps me keep balanced, and I share this by teaching in studios downtown.

Administration and Mailroom clerk

Manulife Insurance - Montreal, Canada
Feb 2016 - Sept 2016

Collected, opened, sorted and distributed mail
Safe maintenance of confidential reports
Records in keeping with established procedures
Processed insurance folders and sent to correct department

Music and English teacher

Colegio Roosevelt - Lima, Peru
Aug 2011 - July 2014

Monitored and evaluated assessments and projects
Maintained records and reported to clients
Created and maintained educational websites

Head of Music, English and French teacher

Tianjin REGO International School - Tianjin, China
Feb 2005 - Aug 2008

Resourcing and Professional Development of Primary Staff
Centre assessor for Edexcel and Cambridge exams
Initiated private instrument tuition with a local academy

Sales, Administration and Customer Relations

Browns Jewellery Store - Johannesburg, South Africa
Jan 2002 - Dec 2003

Awarded highest earning sales team two years in a row
Set up new administrative system, educated and trained staff in its implementation
Co-ordinated stock-takes, daily accounting requirements, and customer service
Oversaw security procedures in Rosebank store for an eight-month period.