

## Resume

### Highlights of Qualifications

- 'Graphic Design - Software Applications' Certificate (with honours) - Conestoga College
- Graphic design portfolio: [www.gutkina.com](http://www.gutkina.com)
- 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

### Technical Skills

- Adobe CS5: Photoshop, Illustrator, InDesign, Flash, Dreamweaver
  - CMS: WordPress, Joomla!, Magento
  - MAC (OS2), PC (Windows Vista, Windows 7, Windows 8)
  - Web programming: HTML 4, CSS 2
  - Microsoft Office (Word, Excel, Visio, PowerPoint)
  - Other applications: Adobe Acrobat, 3D Studio Max 5.0, CorelDraw X4, Corel PhotoPaint X4
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## WORK HISTORY

### Graphic / Website Designer / Tech Support (Volunteer)

Mar 2010 – present

#### 'Vestnik Trekh Gorodov' (VTG) - Russian Community Newspaper

- Overall quality control of the newspaper issues
- Ensure all issues follow the newspaper's corporate branding standards
- Create and edit the layout of articles using Adobe InDesign CS5
- Build and work precisely within the newspaper design templates
- Search, place, edit and implement adequate artwork using Adobe Photoshop CS5
- Develop and implement commercial and informational advertisements' designs
- Create artworks as necessary using Adobe Illustrator CS5
- Organize and maintain a library of various graphics for the project
- Deal with the printing bureau: prepare a separate file for printing in accordance with the requirements, sign the proof, resolve any issues
- Worked out the layout, workflow and functionality of VTG website ([www.kwgazeta.org](http://www.kwgazeta.org)) in accordance with the Chief Editor instructions using WordPress, HTML, CSS, Photoshop CS5, Illustrator CS5
- Design elements (photos, images etc.) optimization for the web site
- Internal Search Engine Optimization of the website which increased the subscribers by 30%
- Update newspaper's website content as necessary, keep website's backups
- Website configuration and maintenance with respect to hardening against potential security threats
- Technical support of the website: install necessary updates, deal with hosting and domain providers
- Resolve any other technical issues of the project (maintaining editors' internal e-conference, dealing with e-mail spam filters, automatic sender software etc.)

### Graphic / Website Designer Independent Consultant

Sep 2009 - May 2013

- Created a website for a private customer utilizing Joomla! ([www.aboutaxes.com](http://www.aboutaxes.com)). Worked out the layout, workflow and functionality of the website in agreement with the customer's requirements. Internal SEO of the site. Optimized images for the web site using Adobe Photoshop CS5
- Re-designed a logo for a private customer according to her requirements
- Created a website for a private customer ([www.piligrim.ca](http://www.piligrim.ca)) using WordPress in accordance with customer's requirements and based on materials provided by the client. Provided comprehensive security of the site
- Developed a logo for a private customer utilizing CorelDraw
- Created promotional materials for charity events using Adobe Illustrator

## Resume (continued)

### Graphic / Website Designer TeleGo (Kitchener, ON)

June 2009 - Sep 2009  
(3 months contract)

- Developed all promotional graphic design materials including layout and colour scheme for the annual trade show utilizing Adobe Illustrator CS2, InDesign CS2 and Photoshop CS2
- Organized and maintained a library of various images, artworks, graphics
- 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 which had been created on Magento: added/deleted products, updated catalogues, added new pages etc.
- Optimized design elements for the web site utilizing Adobe Photoshop CS2 and Adobe Illustrator CS2
- Wrote, modified and tested website related code (HTML, CSS)
- Worked closely with the marketing team to ensure the website meets company's high quality standards and all features needed by the company

### 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 software
- 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

### Graphic Designer / Interior Decorator

2004 - 2005

#### Independent Consultant (Moscow, Russia)

- Developed a logo for a private customer
- Photo manipulation for a private customer utilizing Adobe Photoshop
- 1st Prize winner in home accessories design contest
- Designed an interior space for a private customer in Russia according to her requirements
- Prepared sketches and drawings of interior layout: floor plans, furniture layouts using MS Visio
- Rendered realistic interior images for the client with the aid of 3D Studio Max 5.0

### 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 (TestTrackPro)
- 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

## EDUCATION

### Conestoga College

Graphic Design - Software Applications program - Certificate (with honours)

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

Advanced training on the specialty: Interior Design - Certificate

### Moscow Power Engineering Institute (Russia)

Technology and Design of Electronic Computing Systems - Bachelor Degree