

Jess Gillis

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At A Glance:

Bilingual Graphic Artist, Illustrator, Layout Specialist, and Content Creator, with exceptional communications skills and relationship building expertise.

Relevant skills

- Bilingual: English (advanced) and French (intermediate) - written and spoken, including translations of educational materials
- Advanced layout and illustration skills
- Extensive experience creating accessible, fillable, and interactive PDFs
- Good understanding of copyright, fair use, and creative commons laws
- Strong branding skills, with proven experience executing and maintaining brand identities across platforms, while adhering to strict style guidelines
- Intermediate audio and video editing skills
- Good understanding of AODA compliant design standards
- Experience with HTML5, CSS, JSON
- Experience creating, executing, tracking, and analyzing targeted recruitment campaigns
- Experienced Writer: Web content, media advisories, reviews, articles
- Editing: Academic papers, resumes, websites, and educational materials
- Excellent understanding of various social media platforms and their respective audiences
- Skilled in community engagement, and strategic branded content creation
- Experience with logo design and branding, and creating style guides both for internal and external audiences

Apps

- InDesign
- Illustrator
- Photoshop
- Captivate
- Audacity
- Dreamweaver
- PowerPoint
- Sharepoint
- Teams
- Outlook
- Excel
- Word
- Atom
- Emailme Form
- Canva
- Google suite
- Hootsuite
- Final Cut Pro 10
- iMovie
- Trello
- Slack
- Wordpress
- Wix, Nation Builder
- Discord

Core skills

- Excellent time management
- Comfortable under pressure
- Thorough and attentive
- Collaborative, and self-reliant
- Self-learner, quick study
- Creative and artistic
- Highly adaptable
- Professional, yet warm
- Adept at multi-tasking
- Thrive on learning, feedback, and growth

Work

Web Production Artist

(Contract) TVO | April 2019 - April 2022

As a key part of the Ministry of Education's K-8 Elementary Development Project team I:

- Produce educational courses using HTML5, CSS, InDesign, MathML
- Work with Learning Experience Designers to create interactive elements and custom graphics
- Create templates in Word and InDesign for use by several teams, external translators, and subject matter experts
- Create fillable and accessible PDFs to spec, while maintaining strict style guidelines
- Manage multiple projects and priorities, working across several departments, with extremely tight deadlines, and with a high level of accuracy
- Collaborate with various teams across multiple platforms, in both English and French
- Ensure that all deliverables are AODA compliant
- Prioritize requests and tasks to meet constantly changing deadlines and needs

Visual and Digital Communications Specialist

(Freelance) | June 2007 - Present

- Maintain clients' digital presences, create and schedule strategic, on-brand content
- Create custom graphics, layouts, and branding elements for use in various platforms
- Train clients in various internet applications: Email, blogging, e-commerce
- Maintain relationships with clients, event promoters, photographers, and printers

Education Production Specialist

(Contract) TVO | May 2018 - April 2019

- Migrate legacy e-learning courses into a new digital framework
- Create, code, and place digital course elements
- Ensure that all deliverables are AODA compliant

Marketing and Communications Specialist

(Contract) Volunteer Toronto | December 2016 - November 2017

- Engage with influencers and community via social channels, monitor all social feeds
- Deliver on-brand graphics and create engaging social media content while emphasizing organizational core messaging
- Manage facebook ads, research social platforms and apps for potential ROI, track trends, analyze and utilize available metrics to maximize community engagement potential
- Identify external relevance and integrate it into content creation

Graphic Designer

(Contract) Dogs In Canada Magazine | July 2008 - October 2010

- Design and paginate ads according to client specifications
- Create and present PowerPoint presentations for potential and existing external clients, showcasing layouts, design options, and editorial content

Graphic Production Artist

Trader Corporation | April 2003 - June 2007

- Design ads for Auto Trader, Triad, Resale Homes & Auto Mart
- Periodic staff training on Quark Xpress, Creo, and Mac OS

Training

Excel Made Easy

(certificate)

Camp Tech, 2017

Advanced HTML5

Advanced CSS

(certificates)

TDSB Adult Education, 2015-16

Graphic Arts Production

(diploma)

New Brunswick Community College, 1996-1998

Volunteering

Computer Tutor

City of Toronto

September 2016 - December 2016

- Provide front-line client service and ERC orientation
- Greet, mentor, train, and assist clients with internet applications, email, and MS Office applications

Assistant Editor / Contributor

Mooneyontheatre.com

August 2016 - October 2019

- Research, compile, author, and publish multiple weekly theatre listings on website
- Manage content creation and audience engagement on social media
- Edit drafts for publication, and work with writers to finalize posts

Graphic Designer

CJPME | 2008 - 2011

- Lead art direction and implement designs for various campaigns

Want to know more?

Portfolio: jessgillis.com/cv-portfolio

Personal work: [instagram.com/thejessgillis](https://www.instagram.com/thejessgillis)