



MOJGAN FASSIHI

My name is Mojgan Fassihi, and I am a professional graphic designer and communication specialist with more than 10 years of experience. Throughout my career, I have collaborated with numerous organizations in diverse settings, honing my skills and expanding my expertise.

I am confident that my extensive background in graphic design, coupled with my in-depth knowledge of the printing industry, positions me as a formidable candidate for the role. I am enthusiastic about the opportunity to bring my skills to your team and contribute to its success.

Mojgan Fassihi

EDUCATION

Bachelor of Graphic Design

Ghazi Art University
Ankara, Turkey

Organizational Behavior,

Centennial College,
Certificate, 2007

Project Management

University of Waterloo,
Certificate, 2015

Adobe Master Collection

Online Courses

APPLICATIONS

MAC & PC

Photoshop, Illustrator,
InDesign, Bridge,
After Effects, Acrobat Pro
CorelDraw, QuarkXPress

HTML, CSS, WordPress

Word, Outlook, Power-point,
Publisher, Excel

WORK EXPERIENCE

Minuteman Press - Waterloo, ON, 2019 to Present

Senior Graphic Designer

Conceptualized and designed a wide range of print and electronic marketing materials, such as proposals, presentations, brochures, invitations, flyers, logos, exhibit displays, banners and signage.

Maintained design consistency and brand identity across a range of projects.

Ensured all files were of high resolution, a crucial factor for large format printing, guaranteeing sharp and clear visuals even at larger sizes.

Advised on the incorporation of vector graphics for large format printing, as they retain clarity and sharpness, regardless of the print size.

Conducted thorough proofreading and accuracy checks.

Managed photo shoots, photo retouching, and archival processes.

Successfully juggled multiple projects, meeting all deadline requirements.

Collaborated with partners, vendors, clients, and external accountants.

Demonstrated technical expertise by successfully operating and troubleshooting a variety of print shop machinery, guaranteeing efficient workflow and production.

Staples Canada Inc., Guelph, ON, 2017-2019

Print Production Specialist

Monitored job orders throughout production, ensuring timely completion.

Preflighted final files and sent them to the printer with print orders and instructions.

Managed customer correspondence, overseeing production execution, and replenishing supplies.

Maintained appropriate supply inventory and distributed supplies as required.

Explored sales opportunities by connecting, sharing, and partnering with customers.

Operated, calibrated, and troubleshooted Xerox digital printers and scanners.

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QUALIFICATIONS

Proficient in
Adobe Master Collection &
Microsoft Office Applications.

Productive and efficient in a
high pressure, fast paced
environment.

Reliable, capable of
multi-tasking & meeting
tight deadlines.

Responsible, conscientious,
self-motivated & team worker.

REFERENCES

Available upon request

PORTFOLIO

mojganfassihi.com

WORK EXPERIENCE

KH&A Solutions, Guelph, ON, 2015-2016

Graphic Designer and Digital Print Coordinator

Designed print and electronic marketing materials, ensuring they consistently exceeded client expectations.

Prepared and coordinated print-ready artwork for various substrates and media.

Optimized images and prepared final files for web and digital/offset printing.

Developed and uploaded content and graphical elements for the company's website.

Managed operational, strategic, financial, quote, staffing, and administrative functions.

Coordinated print production schedules, print specifications, and cost analysis reports.

Operated, calibrated, and troubleshooted digital printers and scanners, ensuring smooth and efficient printing processes.

Print and Paper Shoppe, Toronto, ON, 2011-2013

Graphic Designer and Print Technician

Designed and developed marketing materials using Adobe Master Collection.

Adjusted and controlled color profiling to match clients' targets, ensuring consistency and accuracy in print outcomes.

Preflighted final files and transmitted them to the printer with accurate print orders and instructions.

Managed client expectations by effectively communicating and incorporating feedback into the design process, resulting in high client satisfaction.

Estimated cost and time for projects.

Maintained appropriate supply inventory and distributed supplies as required.

Managed and operated a diverse range of machinery within the print shop environment, covering digital printers, scanners, and various other equipment.

Canadian Business College, Toronto, ON, 2008-2010

Digital Media Instructor

Developed course materials and outlines for Adobe Illustrator, Photoshop, InDesign, Flash, Dreamweaver, Acrobat, and Bridge.

Delivered lectures and presentations.

Provided technical support to students in distance education courses.

Prepared and administered tests for students.

Maintained and updated the college website.