

INNA POSOKHOVA

950 Cambie St, Vancouver BC | inna.posokhova98@gmail.com,
<https://www.linkedin.com/in/innaposokhova/>

EDUCATION

British Columbia Institute of Technology

New Media Design and Web Development, Diploma May 2023 – Nov 2024
Vancouver, BC

- Completed 1st, 2nd and 3rd semester with Honours. 4th is in progress.

Fanshawe College

Business Logistics and Supply Chain Management, Diploma Sep 2016 – Aug 2018
London, ON

EXPERIENCE

Freelance Digital Designer (Part-time)

Self Employed (Part-time) – Vancouver, BC (remotely) April 2023 – Present

- Collaborating with clients on various projects, such as: UX/UI Design, Graphic Design, Photoshop/Illustrator tasks
- Created purposeful design, translating clients' vision into visual designs, which solve customers' problems, address their pain points, and create overall great user experiences.

Technical Support Supervisor (Operations Department)

MaxTV Media (UB Media) – Vancouver, BC (remotely) April 2021 – April 2023

- Coordinating and monitoring the installation, repair, troubleshooting of the digital screens in residential condos in Canada & USA, supervising the work of the technicians.
- Providing Customer Service to Condominium Managers all over Canada and USA.
- Providing training for the new technicians and new employees in Operations Department.
- Utilized various project management softwares for scheduling the work of technicians and planning (Asana, Zendesk).

Sales Manager (Full-Time)

Bouclair – London, ON

October 2020 - April 2021

- Coordinating the sales team by managing schedules, filing documents and communicating relevant information.
- Responding to complaints from customers and giving after-sales support when needed.
- Maintain organized sales records and report month-end goal setting to the senior management team.
- Motivate and monitor sales associates and help them when necessary.
- Keyholder.

Front Desk Receptionist and Customer Service Representative (Full-Time)

Puedmag Inkpire Tattoo Studio – Toronto, ON

August 2020 - October 2020

- Social media marketing (had 2 Instagram accounts).
- Graphic design – was responsible for creating ads for the salon (both print and digital).
- Product photography – took pictures of the salon's products, edited them in Photoshop, so they can be posted to the website.
- Answering calls, providing information, scheduling appointments and taking messages as needed.
- Selling shop's products.
- Data entry in Google Calendar, Excel and QuickBooks.
- Greeting walk-in clients and making sure they are comfortable while they wait for their appointment.
- Keyholder.

Sales Associate (Part-time)

Banana Republic Factory Store – London, ON

March 2019 – March 2020

- Greeting customers and creating a welcoming environment.
- Providing assistance to Cashiers when necessary.
- Keeping records of all sales for inventory and stock purposes.
- Making sales goals and doing inventory and shipments.

CAREER GOALS

At the moment, I am focused on seeking a fall 2024 internship, ideally in the UI/UX field, to gain practical work experience in addition to the skills I gained during my studies. My career goal is to get hired as an in-house UI/UX Designer in Vancouver, Canada.

QUALIFICATIONS & SKILLS

- Proficiency in Adobe Suite (Photoshop, Illustrator, InDesign, After Effects, XD)
- Proficiency in Figma
- Information Architecture
- User Experience (UX)
- Usability Testing
- Creating wireframes & interactive mockups
- User Interface Design (UI)
- Web Design
- HTML, CSS, JavaScript
- Strong attention to detail & great time management
- Ability to meet deadlines

LANGUAGES

- English
- Russian
- Ukrainian

LICENSES & CERTIFICATIONS

Build a Website with HTML, CSS, and Github Pages, Skill Path – CodeAcademy	2020
Lightroom Classic CC and Photoshop – LinkedIn Learning	2020
Photoshop 2020 One-on-One: Fundamentals – LinkedIn Learning	2020
Photography – LinkedIn Learning	2020

AWARDS & DISTINCTIONS

- BCIT Bursary Award *November 2023*

FIELDS OF INTEREST

- UI/UX Design
- Information Architecture
- Graphic Design
- Motion Design

PERSONAL PROJECTS

- Portfolio Website (In Progress):

Currently I am working on building my portfolio website, as well as on creating additional portfolio pieces to showcase my skills to future employers.