

Vanessa Kalpakis

(647) 985 - 6973

VKalpakis@hotmail.com

66 Blue Anchor Trail, Toronto, ON, M1C 3R1

Seeking a responsible and challenging position in a growing business environment, where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

EDUCATION

Ryerson University • 2016 - 2020

Major • Graphic Communications
Management

Minor • Marketing

School of Media • Feb - Jul 2019

Minor • Integrated Product Design
Hochschule Der Medien German exchange
semester

KEY SKILLS

InDesign ●●●●●●●○

Illustrator ●●●●●●●○

Photoshop ●●●●●●●○

Premier ●●●●●●●○

Printing Technologies ●●●●●●●○

PowerPoint ●●●●●●●○

Excel ●●●●●●○

Google Analytics ●●●●●●○

Wordpress ●●●●●○

WORK EXPERIENCE

Project Manager • PCL Graphics

May 2020 – Present

- Oversaw up to 100 projects at once
- Distributed tasks to departments on a daily basis
- Worked with account managers as the next point of contact for all clients
- Resolved project risks or issues
- Managed resourcing and outsourcing as needed

Corporate Affairs Intern, Special Projects • GS1 Canada

Apr 2018 – Sept 2018

- Created company wide communications for events
- Created and managed the staff newsletter
- Supported company attended external events
- Planned internal events on behalf of the company
- Dealt with invoicing and purchase orders for Corporate Affairs

Marketing Project Manager • Crimson Transaction Technologies

Dec 2016 – Feb 2018

- Worked on a marketing campaign for the 2017 and 2018 National Retail Federation show in New York
- Ensured that all corresponding teams completed their tasks in order to take part in the tradeshow
- Managed and tracked costs associated with the show
- Successfully featured new product launches each year

ADDITIONAL EXPERIENCE

Co - VP - Social Media

GCM Colloquium Expo
Nov 2019 – May 2020

Created tactical scheduling and designed marketing material. Managed various social media platforms under the GCM Colloquium name.

Co - VP Creative

Ryerson Sports and Business Association

Nov 2018 – May 2020

Designed all marketing material. Took all photos and videos during events. Hosted meetings and delegated work to associates.

Sponsorship Team

Walk for Alzheimer's

Mar 2018 - Jun 2018

Found sponsors willing to make donations to go towards the first annual Walk for Alzheimer's Scarborough, and helped execute the event.