

# miguel xavier soco

web and graphic  
designer

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## objective

To obtain a position in web and graphic design with an outstanding organization. Eager to utilize my ideas and skills to create clean adaptable user interfaces and develop functional interfaces for projects.

## education

**Northern Alberta Institute  
of Technology**

Digital Media and IT Diploma  
Web Design and Development  
September 2013 - April 2016  
Edmonton, AB

## references

Available Upon Request

## work experience

**Government of Alberta (Ministry of Municipal Affairs)** May 2015 - Present.  
**WEB CONTENT COORDINATOR**

- Designed new graphic elements for the ministry's internal applications and public websites using Adobe Creative Suite
- Developed custom solutions and layouts on SharePoint, OpenText and WordPress.
- Enhanced the ministry's websites by redesigning each layout to be more modern and user-friendly
- Provided web support to ministry staff
- Documented processes and procedures including knowledge base articles.
- Worked with business areas to ensure web friendly content including optimized Images and other web elements

**Hennes & Mauritz (H&M)**  
**SALES ASSOCIATE**

June 2013 - May 2015

- Provided quality customer service and handled garments in the women's department
- Responsible for accepting any customer returns and exchanges
- Maintained cleanliness and organization throughout the store

## skills

- Design attractive and usable layouts for websites using HTML and CSS
- Implement special functionality on web pages with Javascript and jQuery
- Experience with PHP/MySQL back-end development
- Solid understanding of responsive design methods for user interfaces
- Strong grasp of Adobe Creative Cloud applications such as Illustrator, Photoshop, and Lightroom
- Able to develop workflows, manage permissions, and utilize sites on SharePoint 2010 and SharePoint Designer 2010
- Great knowledge with Content Management Systems (CMS) customizations for Wordpress, Joomla and OpenText (RedDot)
- Proficient in building inbound organic search traffic and improving Search Engine Results Pages (SERP) using Search Engine Optimization (SEO)
- Experience with video editing software such as Final Cut Pro and Adobe Premiere Pro

## volunteer work

**Catholic Parish of Corpus Christi**

February 2016 - Present.

Design weekly announcement presentations for masses

**Digital Media and IT EXPO at NAIT**

April 2015

Assisted with processing and setting up portfolio boards

## awards & achievements

**Dean's Honours List**

2013 - 2016

Achievement for students with high grades throughout every school year (**achieved at NAIT**)

**Jason Lang Scholarship**

January 2015

Scholarship awarded to students for their academic achievements (**achieved at NAIT**)