



Alyssa Berger

Information Designer & Technical Writer

403-305-2516

alyssa.berger.19@gmail.com

Academic Experience

Mount Royal University

Bachelor of Communication: Information Design
September 2010 - April 2014
GPA: 3.3

Mount Royal University Continuing Education
Two classes in Japanese Language: 2008-2009

Bishop Carroll High School

High School Diploma from June 2009
30-Level courses completed in the following:
Math Pure, Japanese, Physical Education, Biology,
Social Studies, English 30-1, and Drama
(139 High School Credits Earned)

Academic Achievements

- Granted placement on the Dean's Honour Roll for Fall 2012
- Three-time recipient of the Jason Lang Scholarship
- Earned grades of A or A+ in the following courses: Eastern Religions, Linguistics: the Nature of Language, the Beauty of Mathematics, Beginner's German, Media History, Introduction to Interior Design, and Technical Writing
- Awarded a grade of A+ for the design of a team-built 115-page travel document developed with the use of styles, image manipulation, and custom-built templates in Adobe InDesign
- Successfully created from scratch a 30-page style guide for a private company as well as redesigned documents for the City of Calgary in an Information Architecture course
- Developed a wide variety of visual design skills in a Graphics Design course which included the creation of a personal logo, graphic art samples, storyboards, and magazine covers

Freelance Design Experience

Berger Design Group: Private Home Design Company

- Designed a one-page, colour information brochure about Berger Design Group which was released as part of the opening for the 2013 STARS Lottery Home
- Designed a 30-page style guide for this company as part of a school assignment
- Created the business-card design currently in use by the company manager
- Developed an organizational schematic for the company's digital and hard copy documentation which remains in place today

Webber Academy: Private School

- Designed labels for food items to be placed on display in the cafeteria year-round

Private Citizens

- Designed a one-page, colour brochure advertising a community ice-skating event

Skills and Interests

- Very skilled typist; current typing speed about 80 WPM
- Skilled in Microsoft Word, Excel, and PowerPoint 2003/07
- Skilled in Adobe InDesign CS4/5 with a strong handle on Illustrator CS4/5 and a basic understanding of Photoshop CS4/5 and Dreamweaver CS4
- Well versed in Simply Accounting; also possess a basic understanding of Sage Software Accounting
- Second-language experience in Japanese; fluent in both phonetic writing systems as well as approximately 40% fluent in the spoken formal dialect
- Basic CPR, Baby-sitting, First-Aid, and WHMIS training
- 7 years of training in the Japanese martial art of Aikido; included personal advancement to the rank of brown belt and participation in the Instructor Training Program (training junior students, volunteering before and after classes to prepare and clean the dojo, and volunteering for several overnight training camps and summer programs)



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Work Experience

Webber Academy Private School

- Administrator/Purchaser *Mar 2013 - Present (F&P.T.)*

- Personally oversaw and managed ordering and receiving of all textbooks, workbooks, and school supplies for the 2013-14 school year
- Checked in, organized, and delivered orders to classrooms
- Managed all paperwork including order forms, confirmations, and packing slips; developed multiple spreadsheets for tracking all orders
- When my own work was completed, spent extra time assisting accounting department with A/P, A/R, and filing

- Cafeteria Assistant *Sept 2012 - Dec 2013 (P.T.)*

- Worked quickly and accurately to serve lunch specials to students for the duration of three fast-paced lunch hours
- Provided assistance to full-time kitchen staff in the following areas: preparing snacks and lunch specials, preparing ingredients for baked goods, cleaning and sanitizing kitchen and food prep areas, doing dishes, occasionally running the till, and making coffee for staff
- Assisted in multiple catered events and bbqs, which involved detailed food prep as well as serving food buffet-style to students and guests of the school

Fleetstop Trailers (a division of Fleetbrake Ltd.)

- Front-End Administrator *April - August 2012 (F.T.)*

- Primary handler and keeper of all incoming and outgoing paperwork for the main office; included but not limited to checks, invoices, shipping forms, receipts, vehicle Certificate of Origin forms, sales orders, and contracts
- Primary coordinator of all international movement of new and used trailers bought and sold by the company
- Primary handler of all accounting including A/P and A/R
- Secondary overseer of trailer check-ins and minor inspections
- Primary office receptionist; ordered all supplies, and successfully handled clients, delivery persons, and technical support personnel

Private Legal Entrepreneur

- Legal Document Scanner and Coder *2010 - Present
(On-call as needed for F.T. or P.T. work)*

- Demonstrated strong skills in coding/shortcut memorization while using legal spreadsheets to code and organize digital company documentation
- Effectively completed all work before appointed deadlines and was trusted to complete quality control checks on all work, including work completed by others
- Developed strong scanning skills while working with two different scanning programs, including with oversize paper, photos and grey scale, fixing unreadable documents, and handling foreign documents
- Worked quickly and accurately, consistently noting small details and errors in work, and successfully identified and managed all documents from a wide variety of sources

Avalon Master Builder

- Junior Accountant *March - August 2010 (F.T.)*

- Rapidly learned all accounts payable tasks and was able to successfully manage all payables and most receivables alone for two weeks during manager leave
- Gained a basic understanding of Sage Accounting
- Trusted with all company checks, incoming and outgoing invoices, general ledger reports, end-of-month closing reports, and creation of basic spreadsheets
- Successfully handled a wide variety of reception duties including greeting and assisting clients and visitors, answering phones and transferring calls, ordering office supplies, handling incoming and outgoing mail, and delivering paperwork to the correct department

Retail Positions (P.T.)

Blush Lane Organic Market Grocery Clerk	Feb 2014-Present
Canada Safeway Deli Clerk	May - Dec 2011
Deer Valley Bakery Sales Associate	Mar 2007 - Dec 2009
Garden Market IGA Cashier	July - Dec 2006
Garden Market IGA Courtesy Clerk	Apr - July 2006



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References

Corinne Douglas
Summation Specialist

Employer for Legal Document Coding/Scanning

(403) 461-1638

Elaine Gartner
CGA

Employer at Avalon Master Builder

(403) 836-7330

Tim Douglas
Executive Vice President

Employer at Fleetstop Trailers (div. of Fleetbrake)

(403) 837-2871

Brian Traynor
Communications Professor

Professor at Mount Royal University

(403) 440-6944

Thuy Le Luong
Head Chef

Employer at Webber Academy Cafeteria

(403) 828-5399