

Arjun Tejani

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ABOUT ME

Creative Graphic Designer with experience combining visual design and administrative support in fast-paced work environments. Skilled in Adobe Creative Suite (Photoshop, Illustrator, After Effects, Premiere Pro) with a strong ability to create marketing materials, print designs, and digital content while also supporting day-to-day office operations. Experienced in client communication, file management, order coordination, scheduling, and multitasking across creative and administrative responsibilities. Known for being organized, reliable, and detail-oriented, with the ability to manage multiple priorities while maintaining high-quality, brand-consistent work.

EDUCATION

Durham College

Interactive Media Design Diploma

Oshawa

Sep. 2022 – Apr. 2024

EXPERIENCE

Graphic Designer & Administrative Assistant

Speedy Print

Nov 2025 – Present

Stoney Creek

- Design marketing and print materials including flyers, business cards, banners, posters, and signage for local businesses.
- Handle administrative responsibilities such as order processing, client communication, invoicing support, and file management.
- Work directly with customers to understand design requirements and deliver print-ready artwork efficiently.
- Manage multiple projects simultaneously while meeting tight production deadlines.

Design Assistant (On Call)

Lisa Kiss Design

Nov 2022 – Nov 2025

Toronto

- Provided organizational and creative support for projects requiring collaboration, timelines, and external coordination.
- Assisted with research, formatting, and resource organization to streamline workflow and client delivery.
- Contributed to photo editing, rough design drafts, and preparing layouts for client projects.

Lead Hand & Marketing Support

Durham College Student Association (DCSA)

May 2024 – Apr 2025

Oshawa

- Promoted to oversee daily operations and supervise hospitality services at the Student Centre.
- Supported marketing and promotional initiatives, assisting with design and execution of campaigns.
- Led a small team, delegated tasks, and ensured quality service and student engagement.

Team Member

Durham College Student Association (DCSA)

Sep 2023 – Apr 2024

Oshawa

- Assisted hospitality team with order preparation, service, and student support.
- Helped deliver catering for various campus events, ensuring smooth service and setup.

Graphic Designer

Syncworks

Jul 2021 – Apr 2022

Mumbai

- Designed and produced social media graphics, web banners, and promotional content for major brands including Mahindra, Epsilon, and Everest.
- Created motion graphics and static visuals for marketing campaigns, optimizing assets for cross-platform use (social media, email, web).
- Collaborated with account managers to deliver brand-consistent content aligned with marketing strategies under tight deadlines.
- Applied strong knowledge of layout, typography, and responsive design principles to ensure audience engagement and campaign success.

SKILLS

Digital Marketing: Social Media Content (IG, TikTok, FB, LinkedIn), Campaign Support

Design: Branding, Motion Graphics, Reels & Short-form Video Editing, Social Media Graphics, Photo Editing, Marketing Materials

Technical: Adobe Creative Suite (Photoshop, Illustrator, After Effects, Premiere Pro), Canva, WordPress, Microsoft Office

Collaboration: Community Engagement, Teamwork, Client Communication, Project Coordination

Soft Skills: Creativity, Adaptability, Time Management, Organization, Attention to Detail

REFERENCES

Lisa Kiss

Email: lisa@lisakissdesign.com

Owner, Lisa Kiss Design

Jay Costescu

Email: Jay.Costescu@durhamcollege.ca

Durham College Student Association