

Percy Singleton

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GRAPHIC/UI DESIGNER

Enthusiastic about art and design, pushing my own limits and finding new ideas. Pursuing my studies at BCIT, specializing in New Media Design and Web Development, I've cultivated a deep passion for graphic design, web design, and UX/UI design. My toolkit includes Adobe Photoshop, Illustrator, InDesign, Premiere, Audition, Figma, and Canva. I'm driven to infuse fresh, innovative ideas into the industry, believing in the transformative power of creativity and ingenuity in shaping captivating digital landscapes.

QUALIFICATION HIGHLIGHTS:

- BCIT New Media Design and Web Development student, gaining proficiency in Adobe Creative Suite, and emerging technologies.
 - Collaborative problem-solver with proven success in handling high-pressure situations and providing effective solutions.
 - Demonstrated leadership and management skills through overseeing a team of 6 employees as Assistant Manager at Shoe Warehouse.
 - Effective social media communicator, working with clients through company social media accounts for Titanium Auto Group and managing replies.
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EDUCATION

British Columbia Institute of Technology (BCIT)

Vancouver, British Columbia, Canada
New Media Design and Web Development Program
January 2023 - Present

Vancouver Film School (VFS)

Vancouver, British Columbia, Canada
Acting for Film and Television
August 2018 - December 2019

Mission Senior Secondary

Mission, British Columbia, Canada
Graduated 2018

SKILLS

Prototyping
Graphic Design
Team Collaboration

Wire-Framing
Marketing
User Research

Photography
Copywriting
Client communication

SFTWARE

Adobe Photoshop
Adobe Premiere
Adobe Audition

Adobe Illustrator
Adobe After Effects
Adobe InDesign

Canva
Figma
WordPress

PROFESSIONAL EXPERIENCE

The Bar (Online Community)

December 2020 - Present

Co-Owner

The Bar is an online social community designed to foster friendships and social circles. All staff members are volunteers, and our user base spans multiple continents. I work with 2 other co-owners to manage this community, it's events, and it's staff.

- Evaluate individuals applying for a staff position based on time zone, availability, and activity level.
- Manage a team of 25 - 30 individuals, designating individuals to specific roles to ensure the community has a designated staff member for any issues that may arise.
- Oversee team meetings.
- Ensure that any community-related issues are addressed discreetly and resolved without causing disruption or conflict.
- Expanded the community user base from 60 members to over 2000 in 3 years.

Titanium Auto Group

December 2020 - December 2022

BDC Agent

- Proficiently handled social media communications, email marketing, and cold calling.
- Efficiently communicated with clients through calls, texts, and emails, managing large volumes of customer interactions daily.
- Assisted clients in completing credit applications, ensuring a smooth and professional experience.

Shoe Warehouse

March 2020 - December 2020

Assistant Manager

- Supported team members in setting and achieving sales goals, ensuring a well-organized and visually appealing store.
- Assumed the Manager position for three months, taking charge of team scheduling and daily playbooks.
- Demonstrated expertise in point-of-sale (POS) systems, sales management, and inventory planning.
- Successfully managed a team of six employees, ensuring targets were met consistently.

Nesters Market

February 2019 - December 2019

Cashier

- Developed exceptional speed, accuracy, and customer-handling skills in a fast-paced cashier role.
- Learned and operated the lottery machine.

Value Village**April 2018 - January 2019****Cashier**

- Thrived in a cohesive team environment, contributing to a productive and harmonious work atmosphere.
- Managed customer transactions, assisted guests in locating items, and maintained store cleanliness.

College Pro Painting**January 2018 - April 2018****Marketer**

- Represented College Pro with professionalism while conducting door-to-door marketing activities.
- Collected and organized customer information effectively.

Red Robin's**May 2017 - September 2017****Server**

- Worked seamlessly with colleagues to maintain efficient restaurant operations, highlighting the ability to collaborate effectively in a team-oriented environment.
- Effectively promoted add-on items and special offers, contributed to increased sales, and developed up-selling skills.

Denny's**May 2016 - November 2017****Server**

- Effectively managed tables, orders, and customer expectations, honing strong time management skills.
- Successfully navigated the unique challenges of graveyard shifts.

Brodeur's Bistro**April 2015 - November 2016****Host**

- Developed strong interpersonal and communication skills, ensuring seamless customer experiences.
- Meticulously managed table seating, coordinating reservations, and ensured a smooth flow of customers in a fast-paced environment.
- Successfully adapted and remained composed when handling high-pressure situations.

VOULENTEER EXPERIENCE

Fraser Valley Pride**June 2017 and 2018****Fraser Valley Youth Society****Guest Speaker**

- Engaged as a guest speaker on two occasions in June 2017 and 2018 to promote the weekly drop-in youth group for LGBTQ+ youth aged 13 - 23.
- Shared personal experiences as a queer youth, fostering a supportive and inclusive environment for participants.
- Actively contributed to the mission of empowering and connecting LGBTQ+ youth within the community.