

Portfolio: archanasingh.weebly.com

Archana Singh

Graphic and UI/UX Designer



PROFILE

A Graphic Designer by profession and a Traveler by nature.

I read your posting for a new Graphic Designer with interest. My skills align with the qualifications you are seeking and I am certain I will make a valuable addition to your organization.

Working since 2014 with a background in designing content for website app design, mobile app design, website design, presentations, posters, banners, campaigns, persona, social media handling webinars, summits, meeting presentations and more.

Currently working at Gartner as Associate Graphic Designer responsible for influencing the client experience through creation of data visualization, illustration, and layout that best supports and communicates our best practice, working on infographics used in presentation/company website, working on journal concepts, webinars, meeting presentations and reports.

You can find most of my work (personal and publicly shareable) on my [website](#).

I'm pursuing a UI/UX Design course for professionals from Interaction Design Foundation, to keep me updated with industry trends and add capabilities such as Human-Computer Interaction, best practices, how to design for all and more. I successfully completed 4 certificates with top 10% Distinction (you can find these certificates on my [LinkedIn](#)) and currently, I'm perusing 3 other certificates.

So I not just bring a designer on the table but also a person who can multitask, have one on one client interaction and barrier-breaking corporate communication abilities.

I hope to work with an organization such as yours and I believe my skills, the experience can help provide a higher client satisfaction experience. To be a successful graphic designer and an asset to the company I work for, I remain committed to continual professional development in my field.

Find me at singharchana0018@gmail.com or call me at +91-8285740661

Also you can find my resume attached.

Sincerely,
Archana Singh



Archana Singh

Graphic and UI/UX Designer

PERSONAL

Email
singharchana0018@gmail.com

Address
AF 1102, Antriksh Heights,
Sector 84, Gurgaon - 122004

Phone
8285740661

Date of Birth
10-03-1993

ABOUT

Enthusiastic, creative graphic designer with solid problem solving skills. Seeking to lower the workload of respective company through proven strengths in creativity, collaboration, and taking criticism.

SOFTWARE

- Adobe XD
- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- Delta Graph
- Microsoft Presentation
- Sketch
- Figma
- Mocking Bot
- Invision

EXPERIENCE

Associate Graphic Designer | Oct'19 - Present
Gartner

- Work with clients to create products e.g., webinars, summits, meeting presentations, reports, journals etc.
- Creation of data visualization, illustration, and layouts
- Client Service and Communication
- Project Management
- Risk Management
- Executed new developments in design and softwares as and when required
- Exceptional attention to details, and capable of delivering error free content

Graphic Designer | May'18 - Aug'19
HCL Technologies (Worked on Third Party payroll)

- Understanding and solving application related issues
- Ability to communicate ideas through wireframes and prototypes
- Visual designing with complete flow
- Hands-on experience creating UI's, prototypes, iconography, user flows, etc.
- Worked closely with different teams to see an end-to-end implementation of features/products
- Ability to manage escalations and resolve conflicts in day to day operations

Graphic Designer | Jun'17 - Feb'18
EvoBlaze By Hands

- Handling of Facebook and Instagram creatives
- Menu, Brochure, Pamphlet, Logo, Banners, Standee, Magazine, Business Cards, Icons
- Content writing on Facebook post and creative captions
- Stay updated with latest industry tools and trends
- Maintained awareness of current industry and technology standards, social media, competitive landscape and market trends



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Graphic and UI/UX Designer

SKILLS

- Communication
- Creativity
- Fast Learner
- Punctual
- Reliable & Professional
- Problem Solving
- Organised
- Team Player

INTEREST

- Cooking
- Music
- Crafting
- Travelling

AWARDS

SHINING STAR in Arena
Animation

OTHER SPECIALITY

- Website Layout Design
- Wireframe
- Prototyping
- UI-Designs
- Game Designing
- Designed more than 50 games for J2ME
- Designed around 10 games for android

EDUCATION

B.Sc Fashion Design | 2012 - 2015
Footwear Design And Development Institute
Noida

CBSE 12th Boards | 2012
St. Mary Senior Secondary School
Rudrapur (Uttarakhand)

CBSE 10th Boards | 2010
St. Mary Senior Secondary School
Rudrapur (Uttarakhand)

CERTIFICATION (Click on course to view certificate)

Interaction Design Foundation (IDF)

Human-Computer Interaction - HCI
With Distinction Top 10%

Design Thinking: The Beginner's Guide
With Distinction Top 10%

User Research – Methods and Best Practices
With Distinction Top 10%

Accessibility: How to Design for All
With Distinction Top 10%