



ALEX YUZWA

PROFESSIONAL PROFILE

CONTACT



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EDUCATION

RED RIVER COLLEGE

Advanced Diploma
GIS Technology
2015 - 2016

UNIVERSITY OF MANITOBA

Bachelor of Environmental Studies
2009 - 2014

COURSEWORK

RED RIVER COLLEGE

Graphic Design Concepts 1
Spring 2020

RED RIVER COLLEGE

Publication Design
Spring 2021

EXPERTISE

ADOBE CREATIVE CLOUD
MICROSOFT OFFICE
WORDPRESS
COMMUNICATION
COLLABORATION
TEAMWORK

- Excellent written and oral communication skills to communicate with a variety of clients, partners and stakeholders
- Well developed digital communication skills
- Experience managing and creating website and social media content for diverse audiences
- Strong knowledge of social media platforms and analytical tools
- Demonstrated organizational and time management skills
- Experience designing posters, reports and brochures, as well as digital design assets such as social media posts and web content
- Strong attention to detail
- Ability to respect others and handle confidential and sensitive matters

WORK EXPERIENCE

MANITOBA HABITAT HERITAGE CORPORATION

Grants Administrative Assistant

Winnipeg, MB | July 2021 - Present

- Provided administrative assistance to the granting manager/team, and other corporation staff as needed
- Worked with management and staff to establish concepts for promotional materials, and provided advice on design
- Used Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Wordpress, and other software related to graphic design, web, and desktop publishing
- Developed layouts for marketing and communications materials and reports using digital design technology and design skills
- Graphically designed and produced brochures, posters, event invitations, reports, printed materials for special events, and presentations
- Promoted content on social networks and monitored engagement

HTFC PLANNING & DESIGN

Interdisciplinary GIS Technician

Winnipeg, MB | January 2019 - July 2021

- Maintained data and file management standards
- Used Adobe Creative Cloud software (InDesign, Photoshop, Illustrator) to create various items for publication
- Created map documents and performed data management using ArcGIS Pro software
- Supported the IT team in providing technical support to coworkers in a mixed macOS and Windows environment
- Promoted business activities through social media campaigns
- Utilizing Microsoft Office software such as Word, Outlook, and PowerPoint
- Communicated professionally and effectively through email, phone, and virtual meeting software such as Zoom and Microsoft Teams
- Worked remotely, utilizing exceptional time management skills

SOFTWARE SKILLS

FLUENT IN:

InDesign, Photoshop, Illustrator, Word, Excel, PowerPoint, Outlook, Lightroom, AfterEffects, macOS, Windows, Social Media, ArcGIS Pro, ArcGIS Online

TRAITS

INNOVATIVE

I love delivering new ideas

CREATIVE

I love to design & create

LOYAL

Loyal & dedicated is who I am

SENSE OF HUMOUR

Fostering a positive work environment by making people laugh

INTERESTS



WORK EXPERIENCE (CONTINUED)

MACDONALD-HEADINGLEY RECREATION DISTRICT

Communications & Office Coordinator

Headingley, MB | August 2018 - December 2018

- Responsible for the creation and design of the local Leisure Guide
- Communicated professionally across social media platforms
- Utilized Adobe InDesign, Photoshop, and Illustrator to perform design tasks
- Maintained data and file management standards
- Answered customer questions over phone and email
- Responsible for day-to-day office administration duties

TRAILS MANITOBA

GIS Technician

Winnipeg, MB

Contract Technician October 2016 - July 2017;

Volunteer Jan 2016 - October 2016

- Responsible for the development, maintenance, and administration of the organization's GIS system and related applications
- Provided spatial and non-spatial data maintenance, analysis, and mapping services to all facets of the organization
- Utilized ArcGIS Desktop, Pro, and Online to produce and maintain digital map products
- Inventoried, organized, and maintained digital and hard copy map documents
- Maintained spatial data in geographic information and relational database systems
- Prepared technical reports, presentations and posters using Microsoft Office, PowerPoint, Adobe Illustrator, and Adobe Photoshop
- Worked closely with staff, other agencies, and contractors in a professional and positive manner to ensure their needs for GIS information and mapping products were met

VOLUNTEER EXPERIENCE

MGUG (Manitoba GIS User Group)

Social Media/Communications Director

Winnipeg, MB

February 2021- November 2022,

February 2016 - December 2017

- Served as Social Media/Communications Director on the MGUG Board of Directors
- Worked alongside MGUG's Education Representative to promote GIS education in Manitoba
- Assisted in organization and promotion of 2016 and 2017 fall conferences
- Created and distributed promotional materials for print, web, and social media such as programs and posters
- Maintained visual brand identity in design
- Managed multiple projects; remained flexible through revisions