

C A N D I C E M . D U N L A P

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SUMMARY

*Detail-oriented and resourceful **Graphic & Web Designer** with four years experience in a team-oriented data and operations center, eight months experience in HR, and 12+ years experience in graphic/web design and writing. Hard-working, able to work independently or collaborate with a team to balance multiple priorities and achieve deadlines. Member of AIGA, NAPP, SHRM, AIRS. **Core competencies include:***

- Graphic & Web Design
- Recruiting
- Training Coordination/Development
- Photography
- Technical Writing
- Public Speaking

TECHNICAL SKILLS

- Adobe Creative Suite CS5 (Photoshop, Illustrator, Indesign, Dreamweaver, Fireworks, Flash)
- Proficient Knowledge of Prepress & Web Standards
- Windows & Mac OS
- Microsoft Office, Sharepoint, HP-UX, Stratus-VOS, Sun, HP Openview
- CSS, HTML, JQuery
- PeopleSoft

PROFESSIONAL EXPERIENCE

FREELANCE DESIGN & PHOTOGRAPHY

2005 – Present

Print Design: Design and layout print products such as posters, flyers, brochures, business cards. Develop brand identity consistent with clients' goals and needs.

Web Design: Utilized CSS, HTML, Javascript/Jquery to implement wireframe mockups of web sites and maintain existing client sites.

Photography: Proficient in product photography, image alteration, studio and on-location photography.

SWIFT (SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION)

2005 - Present

Associate HR Generalist

(2009 - Present)

- Documented and created departmental processes, generating team unity and cohesiveness.
- Coordinated internship program and college recruiting program, scheduled and attended career fairs to ensure best candidates hired.
- Managed recruiting/hiring process from start to finish; conducted on-boarding for top employees from various industries.
- Organized scholarship program for high school and college students, chose best candidates to receive scholarships and attended ceremonies to present awards.
- Oversaw maintenance of company training program in US, secured training space and materials for training attendees.

Systems & Network Controller

(2005 - 2009)

- Monitored & controlled Unix & Sun Systems in a 24/7 shift-working operational center.
- Provided 99.9% availability to worldwide customers by troubleshooting and tracking hardware and software issues.
- Analyzed, interpreted, and executed instructions during change implementation and deployment, updating systems efficiently and accurately.
- Created and edited procedures and training material for departmental programs.
- Performed information verification in department's internal training database, ensuring information was accurate and ready to be used to train new employees.

EDUCATION

Masters Certificate, Print & Web Design, Sessions School of Art & Design

Bachelor of Arts, Music – Magna cum Laude, Coastal Carolina University - Conway, SC

HP UX System Administrator Certification

Training Courses – Business Writing, Technical Writing, Grammar Skills/Punctuation & Mechanics, PHR (Professional Human Resources)