

**Laura K.
Misztela**

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Lower Sackville,
Nova Scotia



902-441-2432

Career Objectives:

I am known in the workplace as a problem solver and creative thinker. I work well in situations where I can provide a novel approach or a new viewpoint to a challenging situation. I gravitate towards environments where creativity and honesty is valued and I can contribute to existing culture and processes and suggest new ways of doing things. My interests are varied and I am comfortable in team or low supervision roles, teaching others, communication (internal/external coworkers and stakeholders), graphic design and administrative tasks. What tends to draw my interest is the opportunity to learn and interact with others.

References are available upon request.

Educational Background/Skills

Exceptional
written and
verbal
communication
skills, Bilingual
English/French

Creative
writing, social
media use and
marketing/
branding

Adobe Creative
Suite – early
adopter with
20 years
experience in
Creative Suite

Advanced use of
Powerpoint,
Word and MS
Office/365

Web
design/CSS/UX
Design

Oracle R12/ERP
Financial
software

The University of Western Ontario (London, Ontario, Canada)
Artists' Diploma (3 year), Flute Performance (September 1997)

Charles P Allen High School Bedford, Nova Scotia, Canada (Class of 1994)

- \$2500 General Motors National Award of Excellence, Musicfest Canada, NS
- Nova Scotia Talent Trust Award \$1000 (post-secondary music studies)



Work Experience:



Compass Partnership (Management Consultancy) Mirfield, UK (remote position)

Creative Manager (July 2020 – present)

- Original photography for printed materials
- Editing/design/creation of graphics/graphic elements for printed materials and remote course presentations for major biotech/pharma clients
- Updating brand and design standards for remote team
- Creating and maintaining graphic resource libraries in cloud-based storage
- Design of bespoke materials for use in training programmes using Word, PowerPoint, Adobe InDesign, Illustrator, Photoshop
- Editing/proofreading of text based printed materials for use in training programmes
- Social media management and content creation
- Writing blog posts/writing on psychological safety, workplace best practices, self-care
- Extensive knowledge of workplace psychological safety, self-care, mental health awareness, well-functioning work environments
- Extensive remote work experience using Teams, Zoom, Google Meets, etc.



Agropur Cooperative (formerly Farmer's Dairy) Bedford, NS

Administrative Clerk/Office Manager (September 2015 – November 2020)

- Graphic design and material production, including: signs, promotional materials, stickers, labels of all kinds, posters, “motivational materials” for HR, health and safety signage, PPE posters and safety labelling for industrial equipment (used nationally in other facilities)
- Creation of forms and multipart materials for use in recordkeeping for Distribution, Production, creation of Brady Industrial labels according to ISO standards for machine labelling, use and maintenance of industrial “Zebra” printers for production of food labels, creation of new label templates for finished goods
- Use of Adobe Photoshop and Fiery Suite for Xerox to create professional quality signage
- Creation of sales materials/POS
- Provided administrative support to 200+ employees in a diverse work environment
- Ordered and maintained office supplies and equipment, purchasing, and arranging vendors, office equipment repairs, fridge/freezer and equipment repairs for office/cafeteria
- Creation of spreadsheets and tracking methods for production downtime, graphing of temperatures
- Responsible for QC tasks including maintaining CFIA records of all production paperwork and compliance verification for fluid milk filling
- Receiver for Distribution/Logistics (use of Oracle ERP system)
- Operator of employee store: responsible for all daily tasks involving merchandising, sales, promotional materials, ordering, credits, disposal of waste product, accounting and deposits for internal sales to employees of good/damaged products



**Department of Fisheries and Oceans,
Ocean and Ecosystem Sciences Division,
Government of Canada, Dartmouth, NS**

Administrative Clerk/CR04 (June 2014 - September 2014)

- Use of government accounting and finance software (ABACUS), coded financial transactions for GAC (Government Acquisition Card) users using multiple funding sources and projects
- Generated financial reports using MRS and checked for coding errors, updated budget and requisition spreadsheets
- Used Conference Foreign Travel System to enter foreign travel requests for employees
- Recorded, tracked and reconciled financial information for the department
- Assisted Administrative Officer in maintaining financial database and reviewing financial reports, paid invoices, making requisition sheets
- Federal government reliability clearance



**Marine Safety & Security, Transport Canada,
Government of Canada, Dartmouth, NS**

Administrative Clerk/CR04 (November 2014 – May 2015)

- Consolidated and listed all files housed within the 12th floor records office using block numeric filing system and Excel Spreadsheets
- Digitized (via scanning) Candidate file records housed within records office utilizing the departmental naming system, using small and large format scanners and Adobe Acrobat Standard imaging software
- Use of RDIMS system and clearance for protected A files
- Reliability clearance
- Produced SOP documents detailing step by step procedures for use of large and regular format scanners for departmental use (review/comparison, training)
- Use of word processing, imaging and office administration software/systems (Adobe Acrobat Standard, Microsoft Office, etc)
- Taught coworkers project procedures, software use according to established project criteria
- Conducted meetings with the aim of training end users of scanned documents



**Self Employed: Graphic Designer, Website Designer, Admin Assist
Lower Sackville, Nova Scotia**

Owner/Operator (January 2010 – January 2015)

- Provided full administrative support services for Headstart Tennis, Inc. (email handling, phone calls, customer service, spreadsheet and database creation)
- Created and maintained a website and wrote content for use online to promote growth of client base (using Dreamweaver, Muse, Fireworks)
- Established an online payment and registration system and cloud based records management to provide secure client access to information for all business associates
- Produced flyers and advertisements (using Adobe InDesign)
- Produced original logos and designs suitable for trademark registration (vector based graphic design with Adobe Illustrator, extensive use of Adobe Photoshop)