

ANGELIKA WISNIEWSKA

DIGITAL DESIGNER

CONTACT

LOCATION: Coventry
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EDUCATION

2013 - 2015 **MASTER OF ARTS (M.A),
DIGITAL DESIGNER**
Pedagogical University
of Cracow

2011 - 2013 **NVQ LEVEL 2,
PHOTOGRAPHY**
AP Education in Cracow

2009 - 2013 **BACHELOR'S DEGREE,
COMPUTER SCIENCE**
Pedagogical University
of Cracow

TECHNICAL SKILLS

ADOBE

Proficient in Adobe Creative Cloud including: Photoshop, Illustrator, InDesign, Acrobat, XD, After Effects, Premiere Pro, Animate, Dreamweaver, Adobe Express, Adobe Firefly

ELEARNING

Experienced in Articulate Storyline and Rise, Adobe Captivate. Learning management system - Moodle, Bloom.

AI

Strong skills in creating graphics, videos and voiceovers from Synthesia, Adobe Firefly, Midjourney

MICROSOFT

Proficient in Microsoft 365 including: Word, Excel, PowerPoint, Outlook, Access

WEB

Capable of designing, prototyping and developing website either with WordPress or from scratch using HTML/CSS/JavaScript. Working knowledge of PHP and C#.

PROFESSIONAL PROFILE

Experienced Digital Designer with over 10 years of in-house experience delivering high-quality creative solutions across digital and print platforms. Skilled in developing engaging marketing materials, brand identities, web designs, presentation decks, and interactive PDFs, with a strong focus on both visual impact and user experience. Comfortable working in fast-paced environments, managing multiple projects simultaneously, and collaborating with cross-functional teams both on-site and remotely. Recognised as a reliable and detail-oriented professional who consistently delivers work on time and to a high standard. A proactive problem solver with a positive, adaptable mindset, always open to learning new tools and approaches to stay ahead in a rapidly evolving digital landscape.

EMPLOYMENT HISTORY

OCTOBER 2024 - PRESENT **ADMINISTRATIVE OFFICER**
Singh Courier Ltd, Coventry

As an Administrative Officer at Singh Courier Ltd, I support the smooth day-to-day running of a fast-paced logistics environment, ensuring administrative and financial processes are accurate and on time.

I manage end-to-end invoicing, maintain financial records through bookkeeping, monitor transactions, and prepare VAT returns in line with HMRC requirements. I also handle general administration, including correspondence, documentation, and operational support, using Microsoft 365 and Google Workspace to manage data and reporting.

With strong organisation and attention to detail, I help maintain efficient and professional business operations.

APRIL 2019 - SEPTEMBER 2024 **DIGITAL DESIGNER**
Fuel Learning, Measham

I was responsible for designing and delivering high-quality digital and print marketing and learning materials across face-to-face, blended, and online environments. Applying existing brand guidelines across all materials and platforms to ensure visual brand consistency. I specialised in creating engaging, user-focused e-learning content using Articulate Storyline, as well as developing and maintaining web pages, e-forms, interactive PDF learning journals, and infographics. In addition, I produced video and animation content to enhance learning experiences and support internal and external communication initiatives. I also acted as a technical point of contact for colleagues, providing guidance and support across Microsoft Office and Adobe Creative Suite. Through this, I helped streamline workflows, improve efficiency, and elevate the overall quality and consistency of outputs across projects.

JUNE 2016 - APRIL 2019 **DIGITAL DESIGNER AND SOCIAL MEDIA MANAGER**
Primary Goal, Coventry

As an in-house Digital Designer, I played a key role in developing and maintaining brand consistency across a wide range of marketing materials for both print and digital platforms. I collaborated closely with the sales team to design and produce assets for ongoing events, including leaflets, banners, and branded merchandise such as t-shirts.

I worked cross-functionally with various departments, providing design and technical support, particularly in creating impactful PowerPoint presentations and utilising Microsoft 365 applications to enhance internal and external communications.

In addition, I contributed to website development as part of a design and coding team, supporting both visual design and front-end implementation.

Working within a training provider environment, I also developed engaging e-learning content for platforms such as Moodle and Bloom, alongside creating educational videos and animations to support blended and online learning experiences.

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DIGITAL DESIGNER

EXPERTISE

E-LEARNING COURSES

LEARNING MATERIALS

VIDEO/PHOTO EDITING

2D ANIMATION

PRESENTATION

PDF - PRINT AND INTERACTIVE

MARKETING MATERIALS

WEB DESIGN AND DEVELOPMENT

LANGUAGES

POLISH

Native

ENGLISH

Professional working proficiency

PUNJABI

Basic

SOFT SKILLS

COMMUNICATION

Active listening, easily understanding the other's perspective and the ideas. Expressing ideas clearly.

TEAMWORK & COLLABORATION

Working well with others. Easy to collaborate with.

ADAPTABILITY

Quick learner, flexible to adapt to any work system.

PROBLEM-SOLVING

Strong creative and analytical thinking.

TIME MANAGEMENT

Excellent organisational and prioritisation skills, always meeting deadlines.

**JUNE 2009 -
SEPTEMBER 2015**

VOLUNTEER, IT SUPPORT
Primary School No.1, Poland

I supported the primary school by applying my skills across IT support and digital design. I provided day-to-day technical assistance, resolving ongoing IT issues and ensuring the smooth operation of systems for staff and students. I was responsible for setting up and configuring devices for learners, teachers, and administrative staff, enabling efficient and reliable use.

To safeguard important data, I implemented a structured backup system across all staff computers, improving data security and continuity. Alongside my technical responsibilities, I designed a range of visual materials, including invitations, event leaflets, and student diplomas. I also created a large-format welcome banner, prominently displayed at the school entrance to enhance communication with parents and visitors.

**FEBRUARY -
MARCH 2015**

WORK PLACEMENT
Marketing Agency "Kagiranet", Poland

One month of work placement as a part of my master degree. I have been involved in projects such as brand design (logos, banners, clothes & gadgets, business cards), packaging design, website design.

REFERENCES AVAILABLE ON REQUEST