

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

GOOGLE

Experienced in Google Workshop including: Gmail, Docs, Sheets, Slides

COLLABORATIVE TOOL

Strong skills in collaborative design, utilising Figma to create, share, and iterate on designs with teams.

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

MARKETING MATERIALS

PRESENTATION

PDF - PRINT AND INTERACTIVE

E-LEARNING COURSES

LEARNING MATERIALS

2D ANIMATION

WEB DESIGN AND DEVELOPMENT

VIDEO/PHOTO EDITING

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 - VOLUNTEER, IT SUPPORT SEPTEMBER 2015 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 - WORK PLACEMENT MARCH 2015 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