



ANNEMARIE CIGAN

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📍 359 Chaparral Valley Way SE
Calgary, AB T2X0Y2

WORK EXPERIENCE

Maclin Ford | Creative Coordinator | 2021 – Present

- Is in the process of planning a staff event for 100+ guests including venue, menus, giveaway prizes, event activities & manager speeches.
- Manages social media accounts, (Instagram, Facebook, Twitter, Youtube, Tiktok.)
- Creates graphics for digital sliders & ads, as well as other marketing assets such as T-shirts.
- Designed and developed the training program for the sales department, including a training manual & complementary Google Slides presentation.
- Ran a successful social campaign (2021) in tandem with a car giveaway: hosted Facebook Live events & coordinated prizes.

No Period Without | Marketing Co-ordinator | 2021-Present (Volunteer)

- Sits on the Board of Directors
- Assisted in running a month-long donation drive – created ads, newsletters & social media posts to increase donations.
- Planned & co-hosted “Period Palooza” – a one-night silent auction & fundraising event. Designed stickers available for purchase to eventgoers.
- Maintains a social media posting schedule that engages with the community and encourages donations through original content.
- Designs & creates content for monthly newsletter.

Advantage Ford | Digital Marketing Co-ordinator | 2020-2021

- Designed website graphics; maintained website.
- Handled print advertising on a regular basis.
- Managed staff communication for events.
- Represented the dealership in meetings with vendors; maintained consistent communication with vendors.
- Designed & sent frequent email blasts to customer base.

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WORK EXPERIENCE CONTINUED

Woodridge All Makes Collision | Receptionist | 2018-2020

- Co-ordinated staff events for up to 65 people.
- Handled administrative tasks for customers daily: booking them in for appointments, coordinating rental vehicles.
- Managed the shop appointment schedule.
- Updated body shop social media accounts (Facebook and Instagram) daily, promptly replying to comments and messages.

Intact Insurance | Quality Assurance Representative | 2014-2017

- Assisted in co-ordinating a week-long staff event for over 200 employees across Western Canada. Created logo, brochures, event posters and more than five thousand handmade “scratch tickets”
- Designed & distributed a quarterly digital newsletter for the training and quality department.

REFERENCES

Kerry Foster
Maclin Ford
(403)922-5432

Scarlet Bjornson
No Period Without
(780)220-8262

Jackie Cooke
Woodridge All Makes
Collision
(403)539-5407

RELEVANT SKILLS

- Fluent in several Adobe Suite products: Photoshop, Illustrator, Lightroom, InDesign.
- Experienced in graphic design concepts & execution.
- Proficient in photo and video content creation.
- Skilled at managing several tasks at once; adept at prioritizing.
- Strong verbal and written communication skills.
- Highly organized & attentive to detail.
- Adept at creative problem solving

“Everything is figure-outable.”