

# MADLINE CUARESMA

MEDIA COMMUNICATIONS STUDENT

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Motivated and creative Media Communications Student from Humber Polytechnic seeking a co-op opportunity to apply skills in graphic design, photography, video production, and digital content creation. Proficient with Adobe Creative Cloud applications to deliver high-quality and engaging materials.

## EDUCATION

**Diploma, Media Communications** | Humber Polytechnic September 2024 – August 2026

- Developed strong communication skills through creative projects in graphic design, media writing, videography, and web design.
- Produced multimedia content to complete course assignments and client-focused projects.
- Collaborated with classmates on group projects, simulating real-world creative workflows and meeting production deadlines.
- Presented creative projects and concepts to classes and instructors to further refine public speaking and presentation skills.
- Remained adaptable and agile during fast-paced environments, balancing multiple deadlines while maintaining the production of high-quality work.
- Identified creative improvements with website layouts, branding colours, and information organization to enhance the visual appeal and aesthetics, and ensure the proper messaging is relayed.

## WORK EXPERIENCE

**Admin Assistant, Payroll/Accounts Payable** | Relamping Services Canada Ltd. June 2024 – Present

- Organized and maintained confidential documents to be stored securely in compliance with privacy regulations.
- Supported the Payroll/Accounts Payables Manager with processing invoices and expediting payments.
- Reviewed financial statements to ensure payments were processed accurately and promptly.
- Coordinated the preparation and distribution of physical cheques to employees and business partners throughout the weekly payment cycle.

## VOLUNTEER EXPERIENCE

**Sunday School Assistant** | City Centre Baptist Church June – August 2024

- Assisted in supervising and engaging various groups of students of all ages during weekly lessons to ensure a positive, welcoming, and safe environment.
- Guided children through activities, offering group or one-on-one support.
- Communicated with parents and/or guardians in a professional and friendly manner to maintain positive relationships between the organizers and families.

**Summer Camp Counsellor** | City Centre Baptist Church July 2023 , July 2024

- Planned and facilitated the daily activities for 50+ camp attendees.
- Built positive relationships with campers, earning their trust and providing support as needed.
- Promoted teamwork through structured group activities and positive role modelling.
- Assisted with room and space maintenance to keep the area clean, organized, and to eliminate (potential) safety hazards.

**TECHNICAL SKILLS**

Adobe Creative Suite | Figma | Canva | Microsoft Office | Google Suite | WordPress | Zoom | Notion

**CERTIFICATES AND ACHIEVEMENTS**

- Dean’s List** | Humber Polytechnic 2025
- Ontario Scholar** | St. Roch Catholic Secondary School 2024
- Honour Roll** | St. Roch Catholic Secondary School 2020-2024