



Mariam Ismail

Summary

Creative and motivated graphic design student with practical experience supporting HR and administrative tasks. Skilled in assisting with document preparation, basic graphic design work, and organizing office and digital files. Able to follow instructions, work carefully with details, and support daily operations in a professional environment. Eager to gain hands-on experience, improve design and administrative skills, and contribute positively to team activities in a structured workplace.

Skill Highlights

- Logo Creation
- Digital Illustration
- Character Design
- Creativity and Styling
- Storyboarding
- Visual Composition & Layout

Work Experience

Marriot The Westin. 2025- 26

Designed flyers, posters, and presentation materials for office use.

Managed and organized design files and resources. Assisted in preparing reports and office documents.

Prepared and organized employee records and reports

Contributed ideas for HR presentations and visual materials

Education

Mymaximus Silver certificate. Specializing in Graphic Design.

Career Statement

Graphic Designing

Contact

Address:

Dubai

Phone:

971 4 824 7000

Email:

Infor@mymaximus.ae

Qualifications

Certifications

Training & Skills

Computer Literate

Microsoft 365

Typing

Excellent

POD Status

-

Languages

English

-

Accommodations

-

Others

-

