

# Béatrice Doval-L'Heureux

Toronto, ON | [LinkedIn](#) | 647-684-1256 | [beatrice.dovallheureux@gmail.com](mailto:beatrice.dovallheureux@gmail.com)

## EDUCATION

### OCAD University

*Bachelor of Design in Graphic Design (BDes)*

**Toronto, ON**

*September 2022 - Present*

### École secondaire Toronto Ouest

*Ontario Secondary School Diploma*

**Toronto, ON**

*September 2018 - June 2022*

- Bilingual OSSD Certificate
- Specialist High Skills Major (SHSM) Certificate - Arts and Culture

## WORK EXPERIENCE

### Public Health Agency of Canada

*Junior Graphic Designer*

**Toronto, ON**

*June 2025 - August 2025*

- Developed visual identities and style guides for internal teams, including colour palettes, typography, and icons, in alignment with accessibility and bilingual (EN/FR) standards.
- Designed and updated infographics, charts, and annual reports to communicate team accomplishments and key performance indicators.
- Created visual assets for the Office of Public Health Field Services and Training (OPHFST) unit, ensuring clarity, consistency, and inclusivity across all materials.

### Conseil Scolaire Viamonde

*Junior Graphic Designer*

**Toronto, ON**

*June 2024 - August 2024*

- Planned, designed, and scheduled a comprehensive editorial calendar for the School Board's social media platforms (Instagram, Facebook, X) for the 2024-2025 academic year, including posts, stories, and banners.
- Created illustrations and graphic elements for internal use (educational reports and presentations) and external distribution (website and promotional materials), ensuring consistency with the Board's visual identity.
- Collaborated with the marketing team to design engaging visuals aimed at increasing reach and interaction on social media.

### Université de l'Ontario français

*Junior Graphic Designer*

**Toronto, ON**

*September 2021 - June 2023*

- Collaborated with the marketing team to create print and digital advertisements for Maclean's magazine and l'Express's newspaper.
- Utilized Adobe Illustrator, InDesign, and Photoshop to design eye-catching banners and signage for the 2023 Ontario Universities' Fair.
- Developed an extensive graphic branding guide for internal users, ensuring consistent and cohesive visual representation across all departments and faculties at the University.
- Collaborated with cross-functional teams to execute the production of sub-brand faculty and department logos in addition to a comprehensive set of faculty badges, resulting in increased brand recognition and improved departmental identity.
- Organized and designed the University's 2022-2023 annual report both in French and English.

### Conseil scolaire Viamonde – École élémentaire Charles-Sauriol

*French Tutor*

**Toronto, ON**

*September 2021 - June 2023*

- Providing one-on-one French tutoring for 20 elementary school students, increasing their reading levels to provincial averages. Using a selection of graded narrative and informative texts and weekly tutoring sessions, students are encouraged to develop new critical thinking skills and tools.
- Collaborating with teachers to develop individualized lesson plans tailored to each student's learning needs, improving their enunciation and reading comprehension.
- Establishing an engaging and exciting learning environment to motivate students.

### Shoppers Drug Mart – Zaby Noori Pharmacy LTD.

*Supervisor, Cashier*

**Toronto, ON**

*July 2020 - August 2022*

- Supervised cashier, merchandiser, and cosmetic teams responsible for handling inventory and assisting customers efficiently. Delegating, directing, and organizing coworkers as needed.

- Mentored 15 cashiers on best practices related to safety and sanitation regulations, customer service goals, and proper equipment use.
- Executed daily cash deposits, register balancing operations, and additional cash-related paperwork. Ensuring minimal discrepancies in lottery, stamp, transit fare, and high-value item sales. And compiling and validating cash, credit, voucher, and reimbursement transactions.

### **Collège La Cité**

*Administrative Assistant*

**Toronto, ON**

*October - December 2019*

- Assisted with developing, planning, and implementing strategies to organize office space and supplies.
- Maintained master calendar, scheduling staff meetings, appointments, and promotional events.
- Updated databases, contact lists, and Excel spreadsheets regularly.
- Welcomed guests, issued passes, and took incoming phone calls at reception.

### **Théâtre français de Toronto**

*Administrative Assistant, Client Liaison*

**Toronto, ON**

*July - August 2019*

- Contacted potential customers by email to distribute monthly schedules to increase client prospects. Opened and updated customer accounts with personal information.
- Updated databases, contact lists, and Excel spreadsheets regularly.
- Coordinated and collated data required for quality management, productivity and performance improvement needs.

## **LEADERSHIP EXPERIENCE**

### **École secondaire Toronto Ouest – SHSM**

*Artist*

**Toronto, ON**

*May – August 2022*

- Collaborate with other students to produce a mural on the theme of Francophonie (4.2 m x 1.4 m).
- Respect the parameters established by the school administration and the SHSM coordinator while maintaining the initial concept art.
- Established and managed the project budget using an Excel spreadsheet.
- Choose paint, tools, and techniques to create the mural.

### **Coopérative radiophonique de Toronto – CHOQ FM 105.1**

*Content & Social Media Assistant (Co-Operative program)*

**Toronto, ON**

*March – May 2021*

- Oversaw social media content to align with brand identity and target audience.
- Developed unique and on-trend video and static image content for web-based and mobile applications. Resulting in increased likes and following.

### **Conseil scolaire Viamonde – École secondaire Toronto Ouest**

*Library Assistant (Co-Operative program)*

**Toronto, ON**

*May – June 2021*

- Supported senior librarian in maintaining archives and collections of books, periodicals, magazines, and newspapers. Guiding and facilitating the purchase of new resources.
- Promoted library services and programs through flyers, banners, and newsletters.
- Managed efficient operations by keeping materials properly coded, classified, and cataloged for ease of use.

## **SKILLS & INTERESTS**

**Skills:** Adobe Creative Cloud (InDesign, Photoshop, After Effects, Illustrator) | Microsoft Office 365 | Google Workspace

**Languages:** French | English

**Interests:** Graphic Design | Coding (HTML, CSS, Python) | Photography