Elizabeth Lewer

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WORK EXPERIENCE

NAK Design Strategies **May 2025 – Present**

Administrative Coordinator *Toronto, ON*

- Coordinate with clients, external companies, and internal team in organizing meetings for up to 24 people at a time
- Maintain constant communication with administrative departments
- Continually maintain the upkeep of the office supplies, kitchen and cleaning stock for a 70+ -person team
- Organize events in collaboration with venues, caterers and team members to maintain company morale
- Take and direct incoming calls for team members
- Organize and file hardcopy documents by Type, Company or Account in alphabetized order
- Maintain consistent, accurate descriptions of workday hours spent and recorded in Deltek
- Accounts Receivables Assistance
    - Maintain consistent communication with clients to update records on and collect outstanding invoice payments
    - Receive amounts owed to be filed and updated on Deltek
    - Maintaining consistent communication with Financial department and Project Managers with respect to document discrepancies, delays, or other questions or concerns brought forth by the Client

Shendy's Swim Centre **Feb 2022 – May 2025**

Reception *Toronto, ON*

- Open and Close the facility, including administrative prep work for next-day
- Served up to 120 clients daily in a high-volume customer service environment
- Organize the flow of clientele within the facility with regards to changerooms, class drop-off
- Manage staff and client organization through Google Sheets, including class scheduling and records of staff work hours
- Maintain positive public relations with guests to ensure long-term, repeat patronage through agreeability, accommodation, and clear verbal and written communication with parents and children
- Manage and maintain the organization and management of the facility on a regular, daily schedule
- Efficiently perform up to 50 transactions daily through the company's online payment system

Astrarium Games **Aug 2024 – Oct 2025**

2D Artist, Art Team Lead *Toronto, ON*

- Collaborate with a remote, worldwide team of 30 people in the production of a video game.
- Proposed and presented revised art direction aligned with platform pivot and production goals.
- Communicate over online platforms to check in on progress and coordinate communication with team members.
- Create original artwork within specifications for playstyle and platform through Clip Studio Paint and Affinity Photo.
- Established visual guide and art direction for an internal project, used by a team of 5 in the Art Department.
- Created a foundational design document for a 30-member cross-disciplinary team.
- Bridged communication among team members across Design and Programming departments through centralized documentation.
- Collaborated with Leads and Producers to develop a timeline for a final product and continually update progress across the board.
- Remained in constant written communication with team members across Arts, Design, Programming and Production to ensure and maintain project direction and morale.

PROJECTS

Himmel and the Dead God **Jan 2026**

- Self-directed 31-day concept sprint focused on rapid ideation and IP development, expanded upon after completion of January monthlong challenge
- Produced 30+ environment, character, prop concepts and keyframes under 24–48 hour turnaround constraints
- Iterated designs based on self-critiques and visual cohesion goals
- Maintained consistent thematic direction across all assets

Picture Book: My Name Is Fim **Jan 2023 – Apr 2023**

- Wrote and illustrated an original, 32-page picture book for children ages 6-8
- Used Adobe Photoshop and Clip Studio Paint for character design, covers and page layout
- Illustrated accompanying images and cover design

Artscape YoungPlace painter/exhibitor **Jan 2023 – Apr 2023**

- Conceptualized and produced a 6-painting narrative series over eight weeks following an original topic procured by the artist
- Revised paintings based on weekly critiques from fellow artists and mentors, leading to the successful completion of a series that received positive feedback during the exhibition opening from artists and visitors alike
- Assembled these paintings to be displayed in a public hallway gallery for a 5-day exhibit

EDUCATION

OCAD University **Sept 2019 - June 2023**

Hons. BDes, Illustration *Toronto, ON*

- Participated in two public exhibitions organized by OCAD University and ArtScape YoungPlace, including GradEx 108

Udemy **Sept 2025**

- Certificate courses: Character Concept Art & Painting Environments
    - Certificate courses with a focus on upskilling texture rendering, character design and layout, understanding photobashing for concept art, environmental perspective, visual hierarchy, and composition in environments

SKILLS AND INTERESTS

Software: Microsoft Office; Google Suite; Deltek
Collaboration: Written and Verbal communication; Adaptability to work environments and changes in planning; Leadership in small- to medium-sized teams; Problem solving; Receiving Feedback;
Interests: Art; Animation; Video Games; Dungeons and Dragons