# Fateme Lotfi

Email: fatemelotfi.work@gmail.com

## Professional Summary

Multiskilled freelancer with over 5 years of experience in graphic design, Microsoft Excel, typing, translation, and content creation. Adept at delivering high-quality work under tight deadlines. Passionate about combining creativity with precision to help clients achieve their goals.

## Skills

- Graphic Design (Photoshop, Illustrator)  
- Excel (Data entry, functions, dashboards)  
- Typing (Fast and accurate, Persian & English)  
- Translation (Persian ↔ English)  
- Content Editing & Document Formatting  
- Social Media Graphics & Presentation Design

## Work Experience

Freelance Graphic Designer & Excel Specialist | Remote | 2020 – Present  
- Delivered more than 100 projects to international clients via platforms like LaborX and social media.  
- Designed marketing materials, logos, infographics, and Excel dashboards.  
- Managed data entry and reporting tasks with 100% client satisfaction.

## Education

Bachelor’s Student | Islamic Azad University, Zanjan

## Portfolio

Sample works are available upon request or will be added soon to the online portfolio.