

CV

ORGANISER, MULTI-TASKER, DESIGNER

If your business is looking for someone who has been involved within the creative arena for most of their working life, you may be interested in my services.

Admin / Graphics / Web Experience:

Jun07 – Current WEB CONTENT MANAGER

Pretty Girl Fashion Group - Sydney, New South Wales

Programs used: Microsoft office suite. CMS, Adobe InDesign, Photoshop, Illustrator, Acrobat.

Duties: Project management of new sites, ensuring all web content is made live and Email campaigns are delivered on time and adhere to correct brand specifications. Creation of graphics for web and print, studio photography of garments for web and print, tracking web statistics. Developing file management strategies & delegation of work to junior designers.

Reported to: Evelyn Kipriotis, Marketing Manager

Oct06 – Current ART DIRECTOR / GRAPHIC DESIGNER

Higher Ground Inc. – Adelaide, South Australia

Programs used: Adobe InDesign, Photoshop & Illustrator.

Duties: Working alongside the marketing co-ordinator to re-evaluate & re-design the branding, and the look / feel of the performing arts venue. Producing marketing materials such as posters, brochures and in-house graphics.

Reported to: Dushyant Kumar, Director / Owner

Aug06 – Oct06 WEB DESIGNER

The People Speak – Shoreditch, London

Programs used: Dreamweaver & Flash, FTP clients, Adobe InDesign, Photoshop & Illustrator.

Duties: Re-evaluating & re-designing the web site & sub-sites, developing file management strategies & general office duties.

Reported to: Mikey Weincove, Director / Owner

Feb05 – May06 GRAPHIC ARTIST

Trading Post Magazine – North East Rd, Klemzig, South Australia

Programs used: Adobe In Design, Photoshop and Illustrator CS2, Adobe Acrobat.

Duties: Working with clients, file management, proficiency in OSX.

Reported to: Cherise Vallet, Production Manager

Jun05 – Jun06 WEB DESIGN ASSISTANT

Weensy Web Design - Goolwa, South Australia

Programs used: Dreamweaver, Flash, FTP clients, Adobe In Design, Photoshop and Illustrator CS2.

Duties: Working with Mandi to create appropriate web design and information architecture solutions, this also involved working remotely from Adelaide as a freelancer.

Reported to: Mandi Whitten, Director / Owner

Pamela Wales

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Key Skill Sets:

Adobe Photoshop CS2	Highly skilled	3yrs
Macromedia Flash 8	Highly skilled	2yrs
Macromedia Dreamweaver 8	Skilled	2yrs
HTML	Skilled	2yrs
CSS	Skilled	1yr
Adobe Illustrator CS2	Highly skilled	3yrs
Adobe In Design CS2	Highly skilled	2yrs
Word, Excel & Access	Skilled	10yrs

Other work experience:

- Jul02 – Jul04 WARDROBE STANDBY ASSISTANT – TV production crew
Duties: Continuity, organisation, knowledge of film industry
- Mar01 – Jul02 DESIGN ASSISTANT
Duties: General bookkeeping, pattern making, sewing, graphic design.
- Feb94 – Mar02 OFFICE ADMINISTRATOR
Duties: Invoicing Accounts payable & receivable, general bookkeeping, letter typing.

Other education:

- Feb03 – Dec04 DIPLOMA in MULTIMEDIA
Torrens Valley Institute of Technology
- Feb96 – Feb96 CERTIFICATE III in APPAREL (FASHION / SMALL BUSINESS)
Douglas Mawson Institute of Technology
Subjects covered: Fashion Design, CAD, Business management, Pattern making, tailoring, advanced sewing.
- Mar90 – Nov93 BACHELOR OF ARTS (VISUAL ARTS)
University of South Australia
Subjects covered: Printmaking, photography, painting, drawing, concept development.

Referees:

Mandi Whitten
21 Ferguson Ave Goolwa
South Australia 5214
Ph: 0403 257022

Alison Carpenter
Lipson St Port Adelaide
South Australia 5018
Ph: 0402 314 412