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Education

Bachelor of Paramedic Science / Nursing, 2015
Volunteer First Aid :: St John Ambulance, 2015
Certificate of CPR & First Aid, 2015
RSA :: Responsible Service of Alcohol, 2014
Bar Skills Course :: It's Bar Skills, 2014
Bachelor of Multimedia Studies, 2005
High School Certificate, Brisbane School of Distance Ed, 2002

Computer Literacy Skills

Programs ::
Adobe CC Suite :: InDesign, Photoshop, Illustrator,
Acrobat Professional
Dreamweaver
Basic Flash
Basic Audition
Microsoft Office Suite
Variable Data/Mail Merge/Mailchimp
Extensive knowledge of prepress production & signage
Extensive knowledge in basic, CMS, Ecommerce websites
Knoweldge of Wordpress CMS, widgets
Basic html, php and CSS knowledge
Fluent in MAC and PC

Online Portfolio

nichedesigns.com.au

Referees

Andrian Kirby

All Signs Print & Design
M 0439 423 224

Damien Pignat

Niche Designs - Technical Contractor
M 0405 010 868



Work Experience :: Design

Freelance :: Sub Contractor

2015 - Current

Graphics Designer

- Currently sub-contracting to clients on a casual basis. Duties ranging from Graphics Design, Website Management, Marketing Research and Social Media Management

All Signs Print & Design :: Cairns, Queensland

2014

Lead Graphics Designer

- Solely responsible for the management of the graphics department
- Promotional signage and merchandise, catalogues, brochures, digital media, web design
- Maintaining client relationships
- Prepress production/proofing internal & external
- Managing internal & external work flows

Niche Designs :: Cairns, Queensland

2011 - 2014

Design Manager / Director

- Planning and organizing of daily schedule information or general administration support
- To provide assistance to staff members like answering, receiving phone calls and taking messages
- Develop time management plan to ensure a high standard of service is provided to clients as well as managing job turn around times meet strict deadlines
- Take initiative in order to find out essential information to complete projects/tasks
- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts
- Confer with clients to discuss and determine layout design
- Prepare materials manually or by utilizing graphic software to design and produce finished artwork
- To be in charge of quality assurance duty for database management
- To be responsible for maintenance, upgrade and development of data collection system of the business
- To create and maintain a monthly business newsletter/social media feeds
- Liaise and attend meetings with other staff necessary to perform duties and aid business and organisational development

● **Expressway Signs :: Cairns, Queensland**
2006 - 2011

In-house Senior Graphics Designer / Design Manager

- Proficient with designer programs such as Photoshop, Illustrator, Flexisign, Indesign, Dreamweaver, Acrobat, Enroute, Flash, Front page, Microsoft Office Suite
- Knowledge of PMS, RGB & CMYK colouring schemes and Vinyl.
- Extensive knowledge of vinyl quality, ie. 5 year, 7 year etc
- Knowledge of printer settings such as bleed necessary, printer profiles, printer cleaning, dpi requirements & file output settings
- Skills in engraving clear, opal, white acrylic and aluminum sheeting through the use of a program called Enroute
- Skills in vinyl application to acrylic and aluminum panels. This includes the construction of design, exporting to cutter machine, cutting vinyl, weeding vinyl and applying application paper to vinyl, ready for use
- Skills in client interaction while design construction is in process

● **Status Signs :: Cairns, Queensland**
2006

In-house Junior Graphics Designer

- Proficient with designer programs such as Photoshop, Illustrator, Flexisign, Indesign, Dreamweaver, Acrobat, Enroute, Flash, Front page, Microsoft Office Suite
- Knowledge of PMS, RGB & CMYK colouring schemes and vinyl.
- Extensive knowledge of vinyl quality, ie. 5 year, 7 year etc
- Knowledge of printer settings such as bleed necessary, printer profiles, printer cleaning, dpi requirements & file output settings
- Skills in engraving clear, opal, white acrylic and aluminum sheeting through the use of a program called Enroute.
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Work Experience :: Hospitality

● **The Royal National Agricultural and Industrial Association of Qld (RNA) :: Laneway Festival :: Brisbane, Queensland**
Feb 2016

Bar Staff / Customer Service Attendent

- Operating cashier ,Customer Service and Beverage Making
- Providing a professional, friendly and courteous service

● **Coast Roast Cafe :: Cairns, Queensland**
2006 - 2007

Customer Service Assistant / Kitchen Hand

- Responsible for ensuring dinning room was set, clean and ready for customer use
- Customer Service and Beverage Making
- Cleaning kitchen after shift and ensuring all exits/entries were properly secured
- Operating cashier
- Dealing efficiently with questions and queries
- Providing a professional, friendly and courteous service

● **Tully Falls Hotel :: Ravenshoe, Queensland**
2004

Customer Service Assistant / Kitchen Hand

- Responsible for ensuring dinning room was set, clean and ready for customer use
- Food preparation for chef, and stock pantry
- Cleaning kitchen after shift and ensuring all exits/entries were properly secured
- Greeting guests and taking food/ drink orders
- Ensuring menu boards were up to date
- Operating cashier
- Dealing efficiently with questions and queries
- Providing a professional, friendly and courteous service

● **Popular Cafe :: Ravenshoe, Queensland**
2003

Customer Service Assistant / Kitchen Hand

- Customer Service and Beverage Making
- Kitchen Hand Duties and Sandwich Making
- Money Exchange
- Stock checks

● **Pignat Produce :: Ravenshoe, Queensland**
2000

Customer Service Assistant



Testimonials

“Kylie-Anne has worked closely with the Cairns Chamber of Commerce on multiple local business building projects to enhance local community development as well as demonstrated professionalism, integrity & strict adherence to tight deadlines.

Kylie-Anne is a talented designer and is very innovative and always looking for new solutions and fresh ideas that can advance her knowledge to exceed her client’s expectations and goals. She is a passionate designer and always seems to have great awareness of new creative strategies and technology, which makes her a great asset to any company. Kylie-Anne’s skills and abilities would make an outstanding addition to any team as she makes it a pleasure to work on projects with her proactive persona. “

DANAE JONES :: BUSINESS DEVELOPMENT MANAGER

Cairns Chamber of Commerce

“Our relationship with Niche Designs is one that we have enjoyed for a number of years having contracted them to design and produce our Annual Reports since 2010. Our reports have been well designed, delivered on time and more importantly, our stakeholders have been impressed with them.

More recently, Niche has been instrumental in our refurbishment of our website as part of an organisational restructure of our marketing and communications unit. Their role has involved Kylie-Anne Jones recreating our website from initial inception right through to the eventual execution of our organisations brand-new website. This has meant working quite closely with Kylie to ensure that it was done to our specifications and that it reflects our organisation and its identity as an Aboriginal and Torres Strait Islander community controlled health service that would be user friendly for our stakeholders.

Throughout this process Kylie showed her great communication skills and capacity to understand what was required and was able to articulate this in the style and layout of the website. Her design and management skills have been exceptional and she has a good understanding of our needs and is able to identify quite quickly what we were looking for and delivers in a timely manner.”

DEBRA MALTHOUSE :: CHIEF EXECUTIVE OFFICER

Wuchopperen Health Services