



# Charlotte Dige

Communications specialist &  
web developer



chardige23@gmail.com



/CharDige



in/charlotte-dige



<https://chardige.github.io/Web-application-portfolio/>

**SUMMARY** Front-end web developer with extensive experience in communications, user experience, and project and change management. Initially educated at the University of South Australia, completing a Bachelor of Journalism & Professional Writing and a Bachelor of Arts (English & Creative Writing), I have backed this up by currently studying with the University of Adelaide Full Stack Boot Camp. Professional experience extends within industries including utilities, insurance, and government—specifically the emergency services—working in areas of communications and digital media for over four years. Passionate about accessibility and delivering seamless user experiences, I'm excited to bring my two highly-sought for qualified backgrounds, and skills in time-management and collaboration, to provide web applications that are designed to meet user needs while also delivering clean and readable web copy.

## KEY SKILLS

- Copywriting & editing
- Internal & external communications (traditional & digital)
- Search engine optimisation (SEO)
- WCAG 2.0 & 2.1
- Mapping customer journeys
- Extensive experience with content management systems (CMS)
- Stakeholder engagement
- Social media management tools (Hootsuite, Social Studio, etc)
- Facebook Ads, Google Ads, etc
- Event management & coordination
- Front-end web development, including HTML, CSS & JavaScript
- JQuery
- Bootstrap & other CSS frameworks
- APIs
- Node.js
- Office 365
- Adobe Creative Cloud
- Objective
- SitelImprove & Google Analytics
- Campaign Monitor, Mailchimp & SendGrid
- Eventbrite

**QUALIFICATIONS** Bachelor of Journalism & Professional Writing, Bachelor of Arts (English & Creative Writing), IPAA Introduction to Project Management, IPAA Leading and Managing Change, Working with Children Check, National Police Check, Oxford Creative Writing Summer School Program Completion Certificate, member of the Golden Key Society, secondary school completion certificate, driver's licence

## EDUCATION

2022-  
PRESENT

UNIVERSITY OF ADELAIDE

Full Stack Boot Camp

Top projects

### Travel planner

Plan your interstate & international activities & budget

- jQuery
- HTML
- CSS Materialise
- API

<https://chardige.github.io/Travel-planner/>

### Weather dashboard

Find your cities or other cities weather forecast

- JavaScript
- HTML
- Bootstrap
- API

<https://chardige.github.io/Weather-dashboard/>

### JavaScript fundamentals code quiz

Test your knowledge with a JavaScript fundamentals code quiz

- JavaScript
- HTML
- CSS

<https://chardige.github.io/JavaScript-fundamentals-code-quiz/>

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## EDUCATION CONTINUED

**2015-2018 UNIVERSITY OF SOUTH AUSTRALIA**

**Bachelor of Journalism & Professional Writing, Bachelor of Arts (English & Creative Writing)**

- **GPA:** 6.16
- 2018 - Awarded University Merit Award
- 2017 - Accepted into Golden Key Society
- 2017 - Awarded University Merit Award
- 2016 - Awarded University Merit Award

**2016 THE UNIVERSITY OF OXFORD**  
**Oxford Creative Writing Summer School**

*Subjects*

- Critical reading for creative writers
- Developing as a creative writer

**2010-2014 ABERFOYLE PARK HIGH SCHOOL**  
**Completion of secondary school**

- **ATAR:** 89.6

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## CAREER

**2019- PRESENT WEBSITE AND SOCIAL MEDIA COORDINATOR**  
**SA State Emergency Service**

- **Social media management:** managed, monitored, created content and reported on the SASES social media--including Facebook, Twitter, Instagram, LinkedIn, YouTube and Flickr--to increase growth and engagement during business as usual and severe weather (activation) events.
- **Website administration:** planned, strategised and developed user-centric content for the SA State Emergency Service website and volunteer portal, ensuring accessibility guidelines were met and they were improved for SEO and user experience.
- **Corporate communications:** assisted with the development and delivery of internal and external communications, including internal bulletins, media releases, speaking to the media and supporting media conferences.
- **Strategic planning and project management:** developed and delivered a digital media strategy, and then led and assisted in the management of projects identified in the strategy, including user experience and accessibility reviews of digital platforms, engaging with stakeholders, and coordinating and delivering solutions.

**SEPT- OCT 2019 EVENT COORDINATOR**  
**Department of Human Services SA**

- **Event coordination:** organised suppliers, booked equipment and ensured successful delivery of government events.
- **Budget:** assisted in organising budgets for events by comparing suppliers and processing invoices while keeping a record of expenditure.
- **Corporate communications:** produced and delivered communications for internal and external audiences, including intranet stories and media releases.

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## CAREER CONTINUED

### 2018-2019 COMMUNICATIONS COORDINATOR Royal Automobile Association of South Australia (RAA)

- **Digital communications:** coordinated the production and delivery of internal communications on digital platforms, including the e-news through SendGrid and intranet content through SharePoint.
- **Corporate communications:** produced, coordinated and delivered communications to internal and external stakeholders.
- **Media releases:** assisted in producing and editing media releases, and scheduling them for distribution using Campaign Monitor.

### 2017-2018 TRANSFORMATION COORDINATOR (COMMUNICATIONS SPECIALIST) SA Power Networks

- **Corporate communications:** produced, coordinated and delivered communications to internal and external stakeholders.
- **Website content creation:** developed and designed simplified and customer-friendly content for the SA Power Networks website, using mapped customer journeys to enhance the user experience.
- **Marketing:** coordinated marketing collateral for projects, and organised and presented branding for a project portfolio.
- **Stakeholder engagement:** worked closely and communicated to impacted stakeholders across different projects and areas of the business.

### 2015-2017 RETAIL SALES ASSISTANT Villeroy & Boch

### JUL-SEPT 2015 RETAIL SALES ASSISTANT Raspe Giftology & Living

### 2013-2015 FOOD SERVICE WORKER Iron Chef

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## VOLUNTEERING 2017-2018 WRITER'S SA (FORMERLY SA WRITER'S CENTRE)

Organised workshops and writing-specific meet-ups, which involved setting up rooms; providing attendees with coffee, water, food and stationery; keeping a role of attendance; cleaning up at the end of the night; and locking up the building.

### 2010-2012 SEEDS UNITING CHURCH

Helped at events by assisting in decorating and organising youth group celebrations and church meetings. Also performed maintenance and administration duties.

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## REFEREES

Referees will be provided on request.