



# KIAH HICKSON

GRAPHIC & WEB DESIGNER

## HELLO

I'm **Kiah Hickson**,  
a Graphic & Web Designer  
from Sydney

Starting my career in corporate offices and pursuing creative hobbies on the side, I decided to flip the switch and start a creative career. With the intention to be an influential woman in Tech and Business I currently study web development and offer freelance graphic and web design services.

## EXPERIENCE

2014 - Present

### Me & Mine Graphic Design

*Freelance Graphic & Web Designer*

Companies I have worked for



April 2015 - Present

### First State Super

*Administration Assistant (Contractor)*

*I work alongside the insurance department performing ad hoc administration tasks. I am also involved with the Social Committee and frequently utilise my graphic design skills to create promotional content.*

October 2014 - March 2015

### Tracey Hughes Education

*Personal Assistant*

*Website management; In house graphic designer; Social media management (FaceBook, LinkedIn, YouTube & Instagram); Dictation typing; Document/ template creation; Proof reading all Public Relations material; Newsletter creation and mail out using Mailchimp.*

March 2013 - August 2014

### Colquhoun & Colquhoun Solicitors

*Legal Secretary*

*As a primary face and voice of the business not only did I serve as a Secretary to the Partners of the firm, I was also a representative at a social and corporate level, including the firm's rep for the Balmain Rozelle Chamber of Commerce. My varied responsibilities included: - Dictation typing at an average of 65 WPM; In house Newsletter and Graphic Designer; Data reporting and CRM database management; Website management; Safe Custody; Archive management; Diary Management.*

## CONTACT

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BALMAIN NSW 2041**

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## SOCIAL

@KiahHickson

[au.linkedin.com/in/kiahhickson](https://au.linkedin.com/in/kiahhickson)

## EDUCATION

### Certificate III in Business

Workplace traineeship

2011

### HSC

Corrimal High School

Senior Science

Information Technology

Business Studies

Advanced English

Legal Studies

2010

82 / Band 5

80 / Band 5

75 / Band 4

75 / Band 4

67 / Band 3

## EXPERTISE

Graphic Design

Web Design

Content Writing

Editing

Communications

Operations

Leadership

Creative Thinking

## VOLUNTEER WORK

2008

TO

2012

### Surf Life Saving Australia

Bellambi Beach

Volunteer Surf Life Saver

## REFERENCES

### Sarina Aarons

Insurance Manager

**E:** [sarina\\_aarons@firststatesuper.com.au](mailto:sarina_aarons@firststatesuper.com.au)