

Sarah Nichols
Governance Manager
Waimakariri District Council

Dear Sarah Nichols,

I wish to apply for the position of Creative Administrator with the Waimakariri District Council, as advertised on Seek. I am confident that I have valuable skills and experience, as well as the energy and enthusiasm you require in an excellent candidate for this role.

I am currently on maternity leave from my position as a teacher at Tauranga Girls' College where I taught Contemporary Maori Art as well as Film and Media. After the birth of my son, who is now one, our family moved to Christchurch and have fallen in love with the Waimakariri district. I am looking forward to re-joining the workforce and building our life in North Canterbury.

Previous to my teaching position, I worked in web development for a small digital marketing company. Before this I was teaching in Qatar in the Middle East for close to eight years, an exercise in adventure and innovation. Also in my time in Qatar I established an arts and crafts centre that provided creative lessons and facilities for adults and children. I feel that my experience is a huge benefit to any role as I am able to adapt well to new situations and extend the creative potential of a wide variety of scenarios.

I am accomplished in a range of creative specialisations. Specific to this role I can confidently use Adobe Illustrator, Photoshop and InDesign to create a wide variety of design assets. I'm also experienced in web development and UX and UI design, a skill I see as being critical for Graphic Designers today.

I have high attention to detail and a perfectionist's nature. This has been demonstrated during my time as a teacher where I have overseen the production of several school magazines, from concept, creation, proofing and publication. This has required managing staff and students, organising systems for content collation, quality control and liaising with printers and sponsors. I also demonstrated a high level of quality control with my web builds with Reserve Group, consistently striving for excellence.

Please feel free to contact Megan Johnston, Head of Art at Tauranga Girls' College who is willing to speak on my behalf - mjohnston@tgc.school.nz or 021 064615. You can also contact Matthew Hattie, Digital Marketing Manager at Reserve Group - (+64 07) 5411111.

I hope my CV adequately illustrates the strengths and skills I can bring to the role. Thank you in advance for your favourable consideration.

I can be contacted by email at mel.eaton.address@gmail.com or on mobile 021 1927774. I look forward to hearing from you soon.

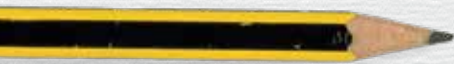
Yours sincerely,



Mel Eaton

PLEASE VISIT MY ONLINE CV
(ITS MORE EXCITING THAN PAPER!)

www.mel-eaton.online-resumes.nz
mel.eaton.address@gmail.com
(021) 1927774



Graphic Design | Branding
Illustration | Web Development

I AM...

"Creative, passionate and driven by great design"

A tertiary background in fine arts and education, as well as international travel and varied personal interests have all contributed to a wide range of experiences that help Mel create beautiful, intelligent and unique designs.

Friendly and approachable

Ambitious and enthusiastically **optimistic**

Details **focused** with high standards

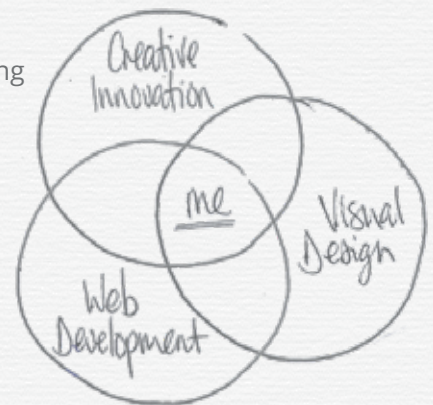
Clear and concise **communication**

Creative, **innovative** and a problem solver

Self **motivated** and showing initiative

Deadline **driven** with excellent organisation and time management

A reliable team player, providing valued **support** and leadership



I CAN...

Key Skills

Graphic design - Create assets for both web and print using Illustrator, Photoshop and InDesign

Branding - Develop unique brand identities with clear and comprehensive guidelines

Web development - Build exciting web designs using HTML5, CSS3, Javascript and JQuery

SEO - Understand web analysis to implement strategies for optimising site performance

Illustration - Strength in creating unique and high quality illustrations for projects using both conventional drawing materials as well as digital techniques.

Design



Development



I HAVE...

Professional Experience

Teacher of Art and Film & Media

Tauranga Girls' College
Tauranga
(October 2015 - December 2016)

Digital Producer

Reserve Group
Tauranga
(January - October 2015)

Founder and Manager

Inspiration Station - Art and Craft Centre
Doha, Qatar
(June 2013 - June 2014)

Head of Secondary Art and Design

Park House English School
Doha, Qatar
(September 2007 - June 2013)

Art and Design Technology Teacher

Qatar International School
Doha, Qatar
(January - June, 2007)

Art, Design and Art History Teacher

Saint Kentigern College
Auckland, New Zealand
(2006)

I STUDIED...

Education and Training

YOOBEE School of Design
Front-End Web Development (2014)

University of Auckland
Graduate Diploma of Teaching (2005)
Level 2 and 3 Art History
Level 1 to 3 Art
Practical Art for years 8 to 10

Bachelor of Fine Arts (2001 - 2004)
Major in Sculpture

I ENJOY...

Interests

Travel – Mel has fulfilled a dream to visit some of the world's major art galleries, such as Moma in New York, the Louvre in Paris, the Uffizi in Florence and more, only whetting her appetite for more.

'Jack of all trades' – Mel is hands-on and has a growing collection of skills, feeling equally confident behind a computer, easel, sewing machine or band saw.

