



MELANIE LA GRANGE



061 059 4817 / melanielagrang2@gmail.com

PERSONAL INFORMATION

NAME: MELANIE LA GRANGE
MARITAL STATUS: SINGLE
NATIONALITY: SOUTH AFRICAN
EQUITY: WHITE FEMALE
AGE: 29
I.D. NUMBER: 9102220238088
LANGUAGES: ENGLISH (1ST)
AFRIKAANS (2ND)

EDUCATION

SOLOLEARN
HTML & CSS
2020

SHAW ACADEMY
INTRODUCTION TO
GRAPHIC DESIGN
2016

UCT SHORT COURSE
GRAPHIC DESIGN
2015

CITY VARSITY
PROFESSIONAL ACTING
FOR CAMERA
2009

BUREN HIGH SCHOOL
MATRIC 2008

EXPERIENCE

GRAPHIC DESIGNER

Ultrasigns / July 2017 - present

- Managing adhoc design requests from start to finish
- Generate and create crafted, visually pleasing designs
- Designing and setting up technical drawings and artwork for signage manufacturing
- Prepare files for CNC router, vinyl cutter and flatbed printing
- Collaborate, delegate and discuss project concepts and production methods with the factory managers and staff to understand project requirements

PRINTING DEPT. MANAGER

Ultrasigns / May 2013 - June 2017

- Execute processes and procedures to achieve production goal
- Create timelines for projects and evaluate project plans at designated intervals to make any revisions or modifications
- Communication with other departments of the business to report the status of the printing departments goals, objectives & necessary issues related to specific jobs
- Controlling of all stock for the department by ensuring that material needed is supplied and applied cost effectively.
- Creating and Issuing a cost program to show costings and profit

RECEPTIONIST

Ultrasigns / Oct 2010 - May 2013

- General Office Administration and data capturing
- Assist with sales, quotations and designs
- Transfer external calls to required depts, take detailed messages
- Assist clients with any queries and direct them to relevant dept.
- Open, sort and distribute incoming correspondence
- Maintain electronic and hard copy filing system
- Dispatch of urgent jobs to clients by liaising, booking and follow up with courier companies

ADMINISTRATIVE ASSISTANT

Safmarine Container Lines / Student Programme / Dec 2007

- General administrative and clerical support including mailing, scanning, faxing and copying for management
- Maintain electronic and hard copy filing system
- Perform data entry and scan documents
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for manager

PROFICIENCIES

MICROSOFT OFFICE SUITE
(WORD, EXCEL, ACCESS, POWERPOINT)



ADOBE CREATIVE SUITE
(PHOTOSHOP, ILLUSTRATOR, INDESIGN)



WEB DESIGN
(HTML, CSS & JAVASCRIPT)



CORELDRAW



WORDPRESS



SKILLS

DIGITAL LAYOUT & DESIGN

FLATBED DIGITAL PRINTING

BASIC CODING (HTML & CSS)

ADMINISTRATION

CLIENT LIAISON

DECISION MAKING

PROBLEM SOLVING

REFERENCES

NORMAN VON SCHLICHT
Ultrasons
PREVIOUS OWNER
082 900 1135

STAN DU PLOOY
Ultrasons
PRODUCTION MANAGER
066 205 4443

GEOFF JACOBS
Safmarine Container Lines
HUMAN RESOURCE MANAGER
021 408 6911

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ABOUT ME

I am a creative, reliable, hard working individual who can work well in a team or individually.

Being a motivated individual, with an eye for detail, I am able to effectively manage own work flow whilst achieving deadlines.

My career goals are to continue to learn and grow while utilizing my creativity, knowledge, education, and people skills to benefit my employer.

CONTACT



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