

Joanne Ho

Joanne Ho  
Nancy 54000, France

d.o.b. 26 October 1980

## Work History

Present	<b>JoHo Productions</b> Independent Digital Media Producer (Jun '15 - Present)
2015	<b>Kiwa Digital</b> Business Development Consultant (Apr '14 - Jun '15)  Business generation – discover and identify potential new clients and partners; develop strategies, products, and services based on market insights; write and present business cases and client proposals
2014	
2013	<b>Kiwa Digital</b> Account and Studio Manager (Aug '13 - Apr '14)  Win new, maintain, and fulfill contracts; main point of contact between clients and the Kiwa production team; project management, development and implementation of production processes, staff management
2013	<b>Cognition Education</b> Te Toi Tupu Coordinator (Mar - Aug '13)  Provided administrative support for the mathematics and blended eLearning teams within the Te Toi Pupu project. Graphic design for printed educational material
2012	<b>Media Design School</b> Student - Diploma in Digital Media (Apr '12 - Feb '13)
2012	<b>Macmillan Publishers - Macmillan Education Australia</b> Production Controller - Export & Local (Jun '09 - Mar '12) Production Coordinator (Feb '07 - Jun '09) Publishing and Production Assistant (Aug '05 - Feb '07)  Oversaw production process of children's educational material in a variety of printed and digital formats; designed and managed workflows, processes, schedules, and budgets; facilitated projects from ideation through to final product delivery
2005	
2005	<b>Stratum Consultants (Auckland, Temping Agency)</b> (Apr - Aug '05)
2005	<b>Bonhams 1793 (Knightsbridge &amp; New Bond Street, London)</b> Client Services Administrator (May '04 - Mar '05)  Front-of-house representative for one of the world's oldest and largest auction houses in fine arts, antiques, and collectables
2004	<b>Coby Phillips (London, Temping Agency)</b> (Nov '03 - May '04)
2003	<b>Stratum Consultants (Auckland, Temping Agency)</b> (Jun - Oct '03)
2003	<b>Academic, Sports and Leisure Learning</b> Office Manager, Events Coordinator, Tutor (Sep '02 - Jun '03)  Responsible for hiring tutors, course bookings and accounts. Designed, implemented, and taught courses (academic and leisure) to students aged 4–18. Created brochures and flyers for targeted client promotions
2002	<b>Pronto Nationwide Parcels Ltd</b> Sales and Customer Service Representative (Jun '01 - Oct '02)
2001	<b>The Med Bar and Cafe</b> Duty Manager (Nov '00 - Jun '01)

# Education

Media Design School - Auckland, New Zealand  
Diploma in Digital Media

Bachelor of Arts - University of Auckland, New Zealand  
Classical Studies, Ancient History & Psychology

University Entrance - Diocesan School for Girls  
Calculus, Statistics, Chemistry, Biology, Classical Studies

# Skills

## Project Management

Planning, management, and implementation of: schedules and budgets; staff and resource procurement; client-team consultation and communication; waterfall, scrum iterative, and incremental agile development processes

## Desktop & Digital Publishing Skills

Adobe Creative Suite — proficient in: Bridge, Dreamweaver, Flash, Illustrator, InDesign, Photoshop

Microsoft Office — proficient in: Word, Excel, Powerpoint

Web based — proficient in: interactive and responsive design, UX design for desktop & touchscreen displays; HTML5, CSS3, Javascript (jQuery), AJAX, PHP, MySQL, CMS database design and maintenance; GitHub, Sifter; Analytics

Platforms — proficient in: Windows, Mac & Linux

## Business Development

Monitor, review, and analyse market conditions; develop and initiate strategies to improve return on investment; stakeholder consultation, proposal development and presentation; funding application; develop and maintain effective industry networks

## Languages

English - fluent, written & oral

Chinese - fluent, written (traditional form) & oral (Cantonese)

French - basic

## Driving License

NZ Full License (Car & Motorcycle)

# Interests and Activities

## Avid reader of all genres

I am particularly passionate about science fiction and fantasy, ancient history and social sciences.

## Science, Technology and Education

I enjoy keeping abreast with current developments and research in science and technology, working on personal technology projects and participating in MOOC (massive open online course) courses

## Sports and other activities

I love being outdoors and would give most sports a go. I hold a black belt in Taekwon-do and am currently learning to windsurf. I also enjoy cooking, gardening and handicraft projects

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an enthusiastic and personable individual; energetic, ambitious and efficient; able to communicate effectively; a team-player and a self-starter; highly organised and can work to deadlines, budgets and targets; multi-lingual, respectful and culturally-aware; an individual who enjoys taking the initiative and problem-solving; a lifelong learner.

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