

Joanne Ho

joanne.j.ho@gmail.com

16 Whitworth Road, Mt Eden
Auckland 1024

027 923 5625

d.o.b. 26 October 1980

Work History

present	Media Design School - Diploma in Digital Media
2012	Macmillan Publishers (Macmillan Education Australia) Production Controller - Export & Local Oversaw the production process of children's educational material in a variety of printed and digital interactive formats. I designed and managed schedules, budgets, workflows and processes; facilitated projects from the publisher's inception of the product concept through to final product delivery; guided projects through subject-expert consultations, market-research, author and illustrator commissioning, editorial and design stages, product prototyping, manufacturing and logistics, and product information dissemination to marketing and sales departments.
2007	
2005	Macmillan Publishers Publishing and Production Assistant
2005	Stratum Consultants
2005	Bonhams 1793 (Knightsbridge & Bond Street, London) Client Services Administrator Front-of-house representative for the world's third-largest fine art and antiques auction house. Assisted clients with the bidding and selling process, clerked at auctions, performed absentee and telephone bids, and acted as liaison between clients and specialty departments.
2004	
2004	Coby Phillips (London, Temping Agency)
2003	Stratum Consultants (Auckland, Temping Agency)
2003	Academic, Sports and Leisure Learning Office Manager, Events Co-ordinator, Tutor Responsible for the hiring of 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	
2002	Pronto Nationwide Parcels Ltd Sales and Customer Service Representative
2001	The Med Bar and Cafe Duty Manager, Waiting staff
1999	Nova Models/Talent/Actors Represented by Nova until 2010

Education

Media Design School
Diploma in Digital Media

Bachelor of Arts - University of Auckland
Classical Studies & Psychology

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

Skills

Computer Skills

Windows, Mac & Linux; Microsoft Office; Adobe Bridge, Dreamweaver, Illustrator, InDesign, Photoshop; HTML, CSS, javascript (jQuery), PHP/WordPress, MySQL; Interactive & Responsive Design, UX Design

Languages

English - fluent (written & oral)
Chinese (Cantonese) - fluent (written & oral)
French - reading

Driving License
NZ Full License

Interests and Activities

Avid reader of all genres
particularly passionate about well-written Science Fiction & Fantasy; The Economist, National Geographic, Idealog, Unlimited; io9, xkcd; techonology and science columns...

Techonology and Science

I enjoy keeping abreast with current developments and research in science and technology.

Sports and outdoor activities

I would give most sports a go, but my main focuses are Taekwon-do in which I hold a red belt with black stripe, and rock-climbing. I am also currently learning to windsurf. I can ski down a mountain relatively safely, I also hold a PADI scuba-diver license. I own and ride a Kawasaki Ninja 250.

Arts and crafts and other interests

cooking and growing food; knitting and crocheting

i
am

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

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