

# MY PHAN

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## SUMMARY & OBJECTIVE

A passionate, talented and result-driven graphic designer with experience in marketing, prepress and print production. Well presented with excellent time management and organisational skills; proven ability in managing high volume of designs and deadline. Now seeking for an opportunity to make significant contributions in a corporate environment which offers both challenges and progression.

## EDUCATION

- Bachelor Of Design in Visual Communication - University of Technology, Sydney (2006 - 2009)
- Diploma of Design (Visual Media) - Insearch UTS (2004 - 2005)

## TECHNICAL SKILLS

- Proficient in Adobe Creative Suite: InDesign, Photoshop, Illustrator, Acrobat, After Effects, Dreamweaver.
- Advanced working knowledge of Word, Excel and Power Point.
- HTML & CSS language
- Black & White and Digital Photography.
- Typing speed of 45+ WPM.

## STRENGTHS

- Excellent attention to details; creative mind with a can-do attitude.
- Ability to adapt, prioritise, multi-task and work to deadlines.
- Highly motivated to do well and not afraid of hard work to achieve results.
- Excellent work ethics either working individually or part of a team.

## KEY SKILLS

- Highly developed researching, analytical, problem-solving and organisational skills based on the ability to produce quality concepts in tight deadlines.
- Proven ability to manage project from concept through to completion with an emphasis on working within brand requirements.
- Demonstrated ability in people communication and experienced working with clients at different levels.
- Well-developed verbal and written communication skills.
- Have an innate visual sense and creative approach to typography.

## WORK EXPERIENCE

**VIET LUAN PTY LTD - THE VIETNAMESE HERALD (June 2013 - present)**

**Graphic Designer - Administrative Assistant**

- In charged of creating cover design for Tuesday magazine based on the news provided.
- Responsible for designing all advertisements, notices, announcements, newsletters, banners etc. for the newspaper.
- Researching relevant materials for the columns/pages in charged.
- Layout pages based on the research materials and provided contents.
- Reading and proofing of finished pages.
- Assisting others in daily duties including customer service, phone answering, data entry, and other general office duties.
- Maintaining and updating the company website: [www.vietluan.com.au](http://www.vietluan.com.au).

## KEY ACHIEVEMENTS

- Successfully scheduled and managed deadline of over 100 advertisements to be delivered in 3 weeks time that helped avoiding the significant loss of late publication.
- Boost the number of publication sale with attracting and focused cover design including commenting on the template improvements.



## **ADVANCED PROTECTIVE TECHNOLOGIES PTY LTD (September 2012 - June 2013)**

### **Visual Communication Designer**

- Cooperated with the Marketing Manager in visualising concepts and implementing the project briefs in designing catalogues and product brochures.
- Responsible for interpreting the approved briefs and drafting packaging templates to be handled by the printing factory for completion.
- Identified and analysed potential market competitors in designing memorable and effective company logos.

## **IXI PTY LTD (January 2010 - June 2012)**

### **Marketing Assistant - Junior Graphic Coordinator**

- Worked closely with the Web Developer and the Managing Director in drafting promotional concepts for newly established businesses including logo designs, brochures and flyers, catalogues, newsletters etc.
- Responsible for preparing both internal and external documentations including data, visual materials, reports, etc.
- Managed the entire second stage of the projects including scheduling, developing concepts, user testing, budget management and locating potential printing companies.
- Assisted with general office duties.

## **OTHER EXPERIENCES**

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- PRUDENTIAL ENERGY GROUP & SOLAR DOLLAR PTY LTD  
Freelance Designer (June 2012 - September 2012)
- UTS CAREER SERVICE  
Graduate Designer - "Student Jobs @ UTS" Project (2009)

## **REFEREES**

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- Available on request