

My Phan

GRAPHIC DESIGNER



CONTACT

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CAREER PROFILE

A detail, result-driven and highly creative graphic designer with 6 years of professional industry experience in print prepress and multimedia design. Graduated with a Visual Communication degree at UTS, have always been a diligent and enthusiastic team member with proven ability to build and maintain relationships. Demonstrated working experience in the NSW public sector as well as private organisations. Excellently managed multiple end-to-end projects under extreme pressure within stringent deadlines and budgets. In searching for more challenges in my career development where I could diversify my work exposures and grow indefinitely as a professional graphic designer.

SKILLS

- Illustrator
- Photoshop
- InDesign
- Acrobat
- Dreamweaver
- Premier Pro
- After Effects
- Word
- Excel
- Power Point
- Photography

EXPERTISE

- Accessibility Design (WCAG) 2.0
- Prepress & Printing
- Logo Design
- Web Interface Design
- Digital Design
- Advertisement Design
- Web Content Management (WCMS)
- Video Editing
- Packaging Design/Product Design
- Project Management
- Admin & Customer Service

EDUCATION

BACHELOR OF DESIGN IN VISUAL COMMUNICATION

University of Technology, Sydney (UTS)
2006 – 2009

DIPLOMA OF DESIGN IN VISUAL MEDIA

Insearch, UTS
2004 – 2005

EXPERIENCE

LICENSE AND GRAPHIC COORDINATOR • Vimwood • 05/2018 – Present

In charged of tracking licensed products including concept/pre-production and production sample's approval. Responsible for creating artwork specification which determines the design and material for a product. Followed strict guidelines in creating licensed packaging such as carding and/or hang-tag, label, sticker etc. Working on instructional merchandising layout and memo for the client's retailers: Best n Less, BigW, Myer, Spotlight and Target.

KEY ACHIEVEMENTS: The company's re-structure had caused confusion to all staff which resulted in delayed order and launch date for the Winter 19 season. With high attention to detail and the ability to organise/negotiate with the licensors, I have successfully chased approvals for more than 100 licensed products and pulled the launch time to earlier than one month.

FREELANCE & PROFESSIONAL DEVELOPMENT • 07/2017 – 04/2018
Clients: KOMATSU Australia (HQ)

CAREER BREAK FOR MATERNITY LEAVE • 12/2016 – 06/2017

GRAPHIC DESIGNER • Office of State Revenue • 11/2015 – 10/2016

Oversaw all the graphic functions of the Revenue office. Introduced concepts to brief, developed and improved paper based and online productions. Prepared HTML e-newsletters and campaigns pages. Designed lift and wall posters, brochures, booklets, letters, covers, logos, and icons. Structured booklets and documents according to corporate style of the Government. Edited accessible PDF forms and

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EXPERIENCE – CONT.

factsheets using InDesign, Acrobat and NDVA screen readers. Tested the outcomes in accordance with Web Content Accessibility Guidelines (WCAG 2.0) set by the Australian Government.

KEY ACHIEVEMENTS:

- Thoroughly trained in Accessibility design (A11Y). Adeptly edited and made accessible to 130 forms of the Revenue with the team of three designers in two-month deadline.
- Skilfully turned over the solution to the matter of mass information design in presenting the Revenue Achievements Review 2015-16 in 2 weeks.
- Well-praised for instantly responding to clients' feedbacks, delivering changes and outcomes exceeding expectations.

GRAPHIC DESIGNER • Mannatech Australia • 08/2015 – 10/2015

Worked on all functions of the designing and supported Senior Graphic Designer. Designed flyers and article spreads for Mannatech's quarterly magazines. Created booklets covers, social media advertisements, business calendars, pull up banners, and event invitations etc. Edited products' pricelists, created PowerPoint documents and Word letterheads.

KEY ACHIEVEMENTS:

- Competently handled the multi-tasking of managing the Wordpress content system, designing and office administration in one day per week as a casual. Energetically managed heavy workloads, participated in team meetings, provided quality ideas and solutions to existing programs and events.

ADVERTISING DESIGNER & COLUMN EDITOR • The Vietnamese Herald • 06/2013 – 10/2015

Spearheaded designing covers for the Tuesday magazine based on the daily news. Created all advertisements, notices, announcements, newsletters, banners for external clients. Researched relevant materials and built layouts for the weekly fashion page.

KEY ACHIEVEMENTS:

- Calmly dealt with 10-hour workday's deadline pressure on a weekly basis in a professional attitude and manner.
- Adeptly introduced new look and feel for the New Year magazine and semi-weekly newspaper that resultantly increased 10% of the advertising rates.

JUNIOR GRAPHIC DESIGNER • IXI PTY LTD • 01/2010 – 06/2012

Worked meticulously with Web Developer and Managing Director on drafting promotional concepts for client's new businesses including logos, web interface designs, brochures, flyers, catalogues, and newsletters. Prepared internal documentations consisting of data presentations, visual material, and reports. Managed the entire second stage of a project including refining concepts, user testing, print specification and negotiation.

VOLUNTEER DESIGNER • Viet Aus Bac Ai Association | www.vabaa.org.au • 2013-16

GRADUATE DESIGNER • UTS Career Service | Project: Student Jobs at UTS • 2009

REFEREES



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