Laura Gabriela Akhurst

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Online portfolio: www.webcaramel.com

[CV]

Skills Summary

Software Knowledge
Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Flash,
Adobe Fireworks, Adobe Dreamweaver, Adobe Acrobat Professional and Acrobat Distiller,
Quark Xpress, SQL Enterprise Manager, Microsoft Visual SourceSafe,
Microsoft Access, Microsoft Office, Compression Utilities, Helpdesk software,
Application-Skills Testing software.

CMS Knowledge
Joomla!, Word Press, CMS Builder, Squiz MySource Matrix, Oracle9iAS Portal

Skills

- Can proficiently hand-code XHTML, HTML, CSS and apply CSS layouts. Highly proficient with Adobe Creative Suite.

- Strong user interface design and graphic design skills, with a focus on user-centred design.

- Good working knowledge of ASP, ASP.Net, PHP, XML, Javascript, Flash ActionScripting and the application of jQuery Plugins.

- Can lead the end to end development of web projects spanning from:

  o research & planning,

  o business/user analysis,

  o conceptual design and mockups

  o front-end web development,

  o user acceptance & systems testing,

  o through to usability & accessibility evaluation,

  o web production and ongoing maintenance.

- Can develop and document website procedures, wireframes and functional design specifications.

- Other skills include project management, systems documentation, quality assurance testing, reception, customer service/client liaison, administrative skills, bookkeeping, petty cash, general accounts knowledge, fluent Spanish (spoken and written), drawing and well developed interpersonal communication skills.

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Education

The Computer Graphics College   **1999 - 2000**

Desktop Publishing Certificate
Advanced Photoshop
Advanced Illustrator
Macromedia Flash

Lorraine Martin College   **1996**

Certificate III Commercial Practices - Accounting

University of Western Sydney, Macarthur   **1992 - 1994**

Bachelor of Social Science (Psychology)

Professional Training

Dynamic Web Training   **May 2008**

Advanced Website Design using CSS

Dynamic Web Training   **Jan 2008**

Dreamweaver MX 2004:
Dynamic Application Development

Squiz.net   **May 2006**

MySource Matrix Fundamentals
MySource Matrix Designs

The Hiser Group   **March 2003**

Writing for the Web

University of Sydney, Centre for Continuing Education   **November 2002**

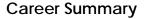Javascript

Dynamic Web Training   **October 2002**

Flash MX ActionScripting

The Hiser Group   **November 2001**

Usability Evaluation Course

Career Summary

Ageing, Disability and Home Care (ADHC)   **Sep 2010 - Current**

Web Designer

Responsibilities:

- Redeveloping the ADHC website, campaign websites and department intranet.
- Web maintenance of all department websites and intranet.
- Integrating the Squiz MySource Matrix content management system with new and existing websites.
- Project management and analysis of business and user requirements.
- Interface design and development, with close attention to corporate style guides, information architecture, usability and accessibility requirements.
- Developing new procedures to improve quality standards and increase efficiency.
- Liaising and providing guidance to business and communication units to ensure online content is kept up-to-date and suitable for web. Working closely with web developers and third party vendors to ensure online applications and projects meet requirements.
- Documenting web specifications and procedures.
- Assisting with User Acceptance Testing and usability evaluation.
- Ensuring all web development complies with the W3C standards and accessibility guidelines.

Websites developed/maintained:
www.adhc.nsw.gov.au
www.dontdismyability.com.au
www.nswseniorsweek.com.au
www.seniorsinfo.nsw.gov.au
www.seniorscard.nsw.gov.au

Highland Graphics   **Jun 2009 – Jul 2010**

Web Designer

Responsibilities:

- Updating web content on various commercial websites.
- Designing and developing websites using Joomla!, Word Press and other content management systems.
- Producing flash/gif animated banners and implementing jQuery plugins.

Websites developed/maintained:
www.metaqua.com.au   www.margaretmccauley.com.au
www.southernhighlandsvets.com.au   www.berrimapotager.com.au
www.exclusiveinteriors.com.au   www.brigittegiblin.com.au
www.bbkennel.com.au   www.visionaryhair.com.au

Ageing, Disability and Home Care, Seniors Card　　　　**Jan 2004 – Sep 2008**

Web Designer

Responsibilities:

- Web updates and maintenance of the Seniors Card website.
- Interface design and development of various subsidiary websites, with close attention to corporate style guides, information architecture, usability and accessibility requirements.
- Producing flash/gif animated banners and online demos.
- Liaising with web developers to produce online forms and applications.
- Documenting web specifications and procedures.
- Assisting with User Acceptance Testing and usability evaluation.
- Ensuring all web development complies with the W3C standards and accessibility guidelines.

Websites developed/maintained:
www.seniorscard.nsw.gov.au

Office of State Revenue (OSR)　　　　　　　　**Jan 2003 – Dec 2003**

Web Designer

Responsibilities:

- Redeveloping the Office of State Revenue (OSR) and State Debt Recovery Office (SDRO) website and intranet.
- Integrating the Oracle9iAS Portal content management system with existing and new websites.
- Project management and analysis of business and user requirements.
- Interface design and development, with close attention to corporate style guides, information architecture, usability and accessibility requirements.
- Updating the OSR/SDRO websites and corporate intranet.
- Liasing with business/communication units and web developers to ensure timely delivery of online projects.
- Reviewing procedures and ensuring quality standards are maintained and improved.
- Documenting web specifications and procedures.
- Assisting with User Acceptance Testing and usability evaluation.
- Ensuring all web development complies with the W3C standards and accessibility guidelines.

Websites developed/maintained:
www.osr.nsw.gov.au
www.sdro.nsw.gov.au

Department of Ageing & Disability, Seniors Card   **Oct 2002 – Nov 2002**

Web Designer / Content Manager

Responsibilities:

- Updating and maintaining the Seniors Card website and subsidiary websites.
- Interface design and development, with close attention to corporate style guides, information architecture, usability and accessibility requirements.
- Designing flash and gif animated banners.
- Documenting web specifications and procedures.
- Ensuring all web development complies with the W3C standards and accessibility guidelines.

Websites developed/maintained:
www.seniorscard.nsw.gov.au

St.George Bank   **Feb 1999 – Oct 2002**

Web Designer

Responsibilities:

- Interface design, front-end development and maintenance of online applications and website content.
- Designing and developing the St.George website and various subsidiary websites.
- Producing flash online demos for internet banking.
- Assisting with the implementation and integration of a new content management system on the existing websites.
- Producing and documenting website procedures, wireframes and functional design specifications.
- Liaising with business units and web developers to ensure timely delivery of web projects.
- Assisting with User Acceptance Testing and usability evaluation.
- Reviewing procedures and ensuring quality standards are maintained and constantly improved.
- Researching current trends in web development and providing recommendations to senior management.

Websites developed/maintained:
www.stgeorge.com.au
www.banksa.com.au
www.dragondirect.com.au

RealNet Access   **Oct 1997 – Dec 1998**

Front-end web developer

Responsibilities:

- User interface design, front-end development and support of various online applications and websites.
- Website development and template design, ensuring all files are optimised for the web and cross-browser compatible.
- Web updates of major websites such as Getaway Online and Burkes Backyard.
- Producing and documenting website procedures, wireframes and functional design specifications.

- Usability evaluation and quality assurance testing.
- Apply search engine optimisation techniques for improved website ranking.
- Adhoc production department tasks as required.

Logical Solutions   **Jan 1997 – Oct 1997**

Support Services Co-ordinator

Responsibilities:

- Providing online and on-site support to Optus Communications, specialising in file conversions and/or compressions between DOS/Windows and Macintosh platforms.
- General operating system queries, file management advice, and product research.
- Developing a database of helpdesk and support procedures.
- Maintaining Service Level Agreements (SLA) by liaising between clients and technical staff.
- Co-ordinating client on-site support.
- Co-ordinating the provision of one-on-one software training for Optus Vision personnel as required.

Referees

Can be provided on request.