

To whom it may concern,

I truly believe my 16 years' of professional experience in the APS, my current position as Web Designer for the Department of Defence and previous involvement in a number of Health and Sport creative projects including the Girls Make Your Move social media and my current studies in Web Design and Production hold me in good stead for the Graphic Designer role within All Homes.

In my current role within the Department of Defence, I am both the Content and Web Designer for a public facing website which I helped to Launch in October 2019. In this role, under limited supervision I am required to complete tasks on a daily basis, on time to the specific requirements set out in briefs.

The website I maintain and designed has an already established brand which needs to be adhered too. Images and the design of articles is determined prior to being published on the site. I am required to meet these styles to ensure the site is consistent and easy to navigate for the user ensuring all accessibility requirements are also met.

Having only commenced my role with the Department of Defence in late 2019, I needed to quickly find my feet and manage change efficiently. In less than one week, I acquainted myself with the website's media strategy, the milestones needing to be met and familiarised myself with the entire Content Management System (CMS) as this was necessary in training the rest of the team I lead and how the content was to be developed for publication. For this to have been a successful transition, my communication skills needed to be highly developed, which they are given my extensive experience in preparing written material for diverse purposes and audiences, while always writing concise and clear on complex matters.

For a project such as this which has many moving parts and competing priorities I needed to establish a system which would allow me the ability to meet milestones and KPI's. I currently do this through creating a weekly tasks list which can be accessed by all members of the team. This access allows for my ongoing tasks to be tracked for me personally, but more importantly allows others in the team to understand where projects are up to and allows for them to be informed when I may not be accessible. With open access it allows for tasks to be progressed in a more efficient way in completing tasks.

Having been successful with a number of projects within my time in the APS, I was given the responsibility to manage the external creative agency, layout, drafts and design in bringing Sport 2030 to the public. In another example of my drive and determination in meeting expectations, I took it upon myself to develop InDesign files and templates in my own time which were utilised by the creative agency. Being proactive and developing these templates, the project was able to be fast-tracked while also achieving the desired outcome in a tight timeframe.

In the professional environment I have demonstrated my ability to influence at an executive level on a number of occasions. In 2017, while leading the policy for the 'Girls Make Your Move' national social media campaign. Senior executive was unenthusiastic about the music put forward by the creative agency. Having the policy background and a personal interest in the online communications space, I took it upon myself to construct an options paper with a range of soundtracks, artists and the interpretations of the lyrics which would suit the overall messaging the Department of Health was looking to convey. The music put forward by me was in the end chosen by executive as the soundtrack used. This was only possible due to my ability to influence upwards through my experience and being clear and succinct.

During my time of studies, I have familiarised myself with Adobe Creative Suite (InDesign, Photoshop and Illustrator) as I have been required to design banners, imagery and merchandise for the site and podcast series which is also housed on the Website. I have also discovered a passion for being more creative in design and media while also building a portfolio of work. I am passionate about social media and the way in which it can engage with clients and followers and the importance of an effective interaction.

By the end of 2021 I will have my Bachelor in Web Design and Production and have the skill set of a full stack developer, ensuring I have the skills to read and write HTML, CSS and other computing code, this ability is a bonus as it allows me to determine errors / issues quicker which will allow for a faster fix to a problem.

I know I can bring value to All Homes and would love the chance to discuss how my experience and skills can contribute to growth of the ever increasing sector of real-estate. Thank you for taking time to review my application.

My Portfolio of work and CV can be found [here](#).