



SUMMARY

With a diverse, multi-disciplinary professional background spanning design, admin, retail, hospitality, and marketing, I bring a versatile skill set to my current role at AMG Group. Proficient in stock management, delivery coordination logistics, and negotiation, I optimize operations and streamline processes. With the completion of my Bachelor's in Design Computing at the University of Sydney, I merge analytical skills with creative flair, specializing in UX/UI design, product design, service design, and data visualization.

EDUCATION

University of Sydney

Bachelor of Design Computing
2020 - 2024

Sydney Design School

Diploma of Interior Design & Decoration
2015 - 2017

SKILLS

Operational

- User Research, Data Visualisation, Interaction Design, User Interface design, Usability testing, Graphic Design, Animation, 3D Modelling Wireframing, Prototyping, participatory design,
- Web Design (HTML, CSS, Javascript)
- Team management & rostering
- Marketing (website, LinkedIn, capability statements & tender preparation, event execution)
- Office & asset management, administration & HR including onboarding and office resource drafting

Technical

Adobe Illustrator, AfterEffects XD, PhotoShop, Figma, Balsamiq, , InDesign,, Javascript HTML, CSS, Github, Microsoft suite, AutoCAD, SketchUp, Rhino, Fusion360

CERTIFICATIONS

- Bachelor of Design Computing (2024)
- First aid & CPR Certificate
- RSA Certificate
- Employee of the Year (Coles, 2022)

PROFESSIONAL EXPERIENCE

Stock Control & Registration

AMG Group | 2023 - Present

- Managed inventory levels, tracking turnover and maintaining accurate records.
- Oversaw pre-delivery process, ensuring vehicle inspections and enhancements met customer expectations.
- Certified with RMS for efficient handling of vehicle registration, documentation, and compliance.

Department Manager

Coles Group | 2021 - 2023

- Led a team of 30+ employees, providing training, promotions, and support.
- Collaborated across departments to achieve company success and meet sales targets.

Reception & Admin Assistant

Aoyuan International | 2018 - 2021

- Coordinated asset and budget management, onboarding processes, and office stock.
- Assisted in merging two companies, executed event coordination, and managed office relocation.

Executive Assistant & Receptionist

Reid Campbell / Tactical Group | 2018 - 2019

- Provided administrative support, including office management and event planning.
- Assisted Marketing manager with tasks such as CV updates and website/social media management.

Retail & Hospitality Management

Multiple locations | 2010 - 2017

- Independently managed store operations, ensuring timely completion of tasks, exceeding sales goals and tactfully addressing customer concerns to maintain high service standards.
- Developed comprehensive skills in customer service, event management, stock control, and conflict resolution across multiple venues.