
SUMMARY

Digital media designer specialising in UX/UI and web design. Recent RMIT graduate with over five years of experience in arts and cultural roles, combining creative design skills with user-centered solutions.

PROFESSIONAL SKILLS

Design & Technical:

Adobe Creative Suite, Canva, Figma,
Microsoft Office, Shopify, Salesforce

Administration:

Financial reporting, data entry,
record-keeping, membership processing

Customer Service:

Reception, retail, gallery
support, problem-solving, teamwork

WORK EXPERIENCE

Gallery Attendant

Museum of Australian Photography | MAR 2023 - Present

- Greet and assist patrons at the reception desk, including phone and email inquiries
- Assist with gift shop operations, including Shopify POS and inventory management
- Process gallery memberships using Salesforce
- Assist in creating signage, packaging, and education design collateral

Sales Professional

David Jones | OCT 2023 - FEB 2024

- Maintained an organised sales floor within the Young Men's department
- Assisted with sales and visual merchandising
- Contributed to KPI's relating to member acquisitions

Gallery Attendant

Gippsland Art Gallery | DEC 2021 - JAN 2024

- Assisted at shared reception desk, processed memberships, maintained records, prepared EOD financial reports
- Assisted with gift shop operations, including visual merchandising and signage design
- Participated in staff training, developing manuals for financial processes and RED61 booking software

Arts and Culture Customer Service Trainee

Gippsland Art Gallery | FEB 2021 - DEC 2021 (FULL TIME)

- Provided customer service at the shared help desk, including assisting with gift shop operations
 - Processed Archibald Prize ticket booking and phone inquiries, exhibition received 25,731 visitors
 - Obtained Certificate III in Business, additionally working rotating shifts with Sale Library
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EDUCATION

Bachelor of Design (Digital Media) 2025

RMIT

Certificate III in Business 2021

Partners In Training