

SUMMARY

Recent RMIT Digital Media Design graduate with 5+ years of experience in arts and cultural organisations. Strong foundation in graphic design, web design, and Adobe Creative Suite, with hands-on project experience from university coursework and designing collateral for the Museum of Australian Photography.

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

- Design signage, packaging, and educational collateral for exhibitions and programs
- 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

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 KPIs relating to member acquisitions

Gallery Attendant

Gippsland Art Gallery | DEC 2021 - JAN 2024

- Managed 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
 - Completed Certificate III in Business, additionally working rotating shifts with Sale Library
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EDUCATION

Bachelor of Design (Digital Media), RMIT, 2025 – Vice Chancellor's List

Certificate III in Business, Partners In Training, 2021