

TOM BUTLER

CURRICULUM VITAE

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Osaka, Japan

EDUCATION

Auckland University of Technology
Communication Studies
2007 - 2009

Media Design School
Diploma of Digital Media
2004 - 2005

CAREER

Mabuchi English School - *Osaka, JP*
Curriculum Manager
2018 - Present

Youtap Inc - *Auckland, NZ*
Digital Manager
2015 - 2018

Spark Digital - *Auckland, NZ*
Web & Intranet Manager
2013 - 2015

Vodafone NextGen - *Auckland, NZ*
Network Specialist
2010 - 2013

Vodafone Online Shop - *Auckland, NZ*
Online Shop Analyst
2008 - 2010

TVNZ - *Auckland, NZ*
Video Editor (Internship)
2008

SKILLS

Design

Photoshop, Illustrator, InDesign, Experience Designer,
Sketch, Figma, Lightroom, Premiere, After Effects, Blender.

Web

HTML5, CSS3, jQuery, PHP, SQL, WordPress, Firebase,
SharePoint.

Interests

Music, Film, Technology, Design, Photography, Video Editing,
Snowboarding.

- Created a full 3 year curriculum rotation for 5 different education levels.
- Created over 400 unique student worksheets & teacher guides.
- Teaching students in an immersive English environment.
- Provided training & support to new staff.

- UI/UX design for Youtap website & mobile payment apps.
- Digital content creation, repackaging & copywriting.
- Design & front-end development for customer web portal.
- Product photography, video editing & motion graphics.
- Launched, managed & developed all social media channels.
- Built company intranet in SharePoint 365, process automation.

- Managed public website updates & content management platform.
- Consulted with creative vendors on various digital & branding projects.
- Managed the design & launch of client-facing SharePoint solutions.
- Internal workflow design & process automation.
- De facto admin for multiple internal systems.

- Network support for commercial & government UFB/fibre.
- Close contact with Chorus & commercial installation technicians.
- Updating internal databases with new processes & guides.
- Educating business partners on new requirements & technology.

- Processing and provisioning orders using fraud prevention tools.
- Updating customer databases, documents, and contracts.
- Adapting to new campaigns & processes regularly.
- Close relationship with warehouse, security & credit teams.

- Training with editing software & industry techniques.
- Learning the dynamics of a post-production environment.
- Completed work aired on national news & TVNZ website.

REFERENCES AVAILABLE ON REQUEST.