

# TOM BUTLER

## CURRICULUM VITAE

+81 070 4803 1523  
tbutlerw@gmail.com  
tombutler.site  
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 & Native Teacher  
2018 - 2020

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

**Spark Digital - Auckland, NZ**  
SharePoint Manager  
2013 - 2015

**Vodafone NextGen - Auckland, NZ**  
Level 3 Support Engineer  
2010 - 2013

**Vodafone Online Shop - Auckland, NZ**  
Shop Analyst / Fraud Prevention  
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, Snowboarding,  
Photography, Video Editing

- Teaching young students in an immersive English environment.
- Created a full 3 year curriculum rotation for 5 different levels.
- Created over 300 unique student worksheets & teacher guides.
- Provided training & support to new staff.

- UI/UX design for youtap.com & digital payments app (Android, iOS).
- Launched, managed & developed all social media channels.
- Digital content creation, repackaging & copywriting.
- Design & front-end development for customer web portal.
- Designed new company identity & brand guidelines.
- Product photography, video editing & motion graphics.
- Built company intranet in SharePoint 365, business automation.

- Lead intranet administration & training consultant.
- Internal web & digital content manager.
- Workflow design & process automation.
- De facto admin for multiple internal systems.
- Managed the design & launch of client-facing SharePoint solution.

- Technical support for commercial & government UFB/fibre.
- Constant introduction of new services, systems and tech.
- Updating internal databases with new processes & content.
- Educating business partners on new solutions & technology.

- Process and provision orders using fraud prevention tools.
- Updating customer databases, documents and contracts.
- Adapting to new campaigns & processes regularly.
- Close relationship with stock warehouse & fraud/credit teams.

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

REFERENCES AVAILABLE ON REQUEST.