

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 & Native Teacher
2018 - Present

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, Photography,
Video Editing, Snowboarding.

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

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

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