

# 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 & Product Designer  
2015 - 2018

**Spark Digital** - *Auckland, NZ*  
Web & Intranet Designer  
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

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

### Web

HTML5, CSS3, React, Gatsby, Git, 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 ability levels.
  - Created over 400 unique student worksheets & teaching materials.
  - Teaching students in an immersive English environment.
  - Provided training & support to new staff.
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- UI/UX design for Youtap website, web portal & mobile payment apps.
  - Product photography, video production & motion graphics.
  - Digital content creation, repackaging & copywriting.
  - Launched, managed & developed all social media channels.
  - Built company intranet in SharePoint 365, process automation.
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- In-house web designer & developer for public and internal pages.
  - 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.
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- Network support for commercial & government UFB/fibre.
  - First contact with Chorus & commercial installation technicians.
  - Updating internal databases with new processes & guidelines.
  - Educating business partners on new requirements & technology.
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- 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.
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- 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.