

profile

Experienced graphic designer and administrator with 20+ years' experience in publishing, design, and systems coordination, combined with active involvement in children's ministry teams and church programs. Skilled in communication, organisation, and creative resource development, with strong commitment to service in mission-focused environments.

key skills

Administration & Coordination

- Systems-based administration, records management, data entry, scheduling
- Project and resource coordination
- Quotation preparation and supplier liaison

Communication

- Written communication and editing (newsletters, bulletins, marketing material)
- Enquiry handling and stakeholder communication
- Social media and online content creation

Technical Skills

- Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat)
- Microsoft Office Suite
- Mac and PC platforms

professional experience

Asteroid Design (Self-employed) Graphic Designer _____ 2017–Present

Client Sectors: Transport, Health and Community Services, Schools, Faith-based and Non-profit Organisations, Food Packaging, Agricultural Machinery, Performing Arts

- Produced branding, print and digital design work across a diverse range of client projects
- Developed creative design solutions aligned with client briefs, deadlines and specifications
- Managed end-to-end project delivery including supplier liaison, quoting and production coordination
- Built a strong client base with ongoing referrals through consistent delivery of high-quality work

Newcastle Weekly Magazine _____ 2015–2017

Senior Graphic Designer

Client Sectors: Community and Social Services, Real Estate, Fashion, Arts and Entertainment

- Worked remotely with a team of designers as a coordinator to produce sister-publication *Newcastle Weekly Magazine*
- Aided production of an additional magazine each week, requiring excellent communication with off-site team

Canberra Weekly Magazine _____ **2010–2017**

Graphic Designer and Acting Art Director

Client Sectors: Community and Social Services, Government, Real Estate, Fashion, Arts and Entertainment

- Worked in a small production team to deliver a weekly magazine, supporting its expansion from 24 to 200+ pages
- Collaborated with editorial, sales staff, photographers, and graphic designers
- Consistently delivered high-quality work under demanding weekly deadlines
- Progressed from typesetting responsibilities to designing magazine front covers
- Promoted from a supporting role to Acting Art Director, overseeing a team of three designers

Asteroid Design (Self-employed) Graphic Designer _____ **2009–2010**

- Delivered branding, print and digital design services to clients across multiple industries
- Managed client relationships, quoting, scheduling and project delivery
- Produced design work from concept through to final print production

John Church Advertising _____ **2007–2009**

Senior Graphic Designer

Client Sectors: Mining, Manufacturing, Finance, Automotive, Community and Social Services, Real Estate

- Liaised with clients to scope projects, provide time estimates, and support quote preparation
- Produced concepts and finished artwork for print production in newspapers, magazines, and corporate communications, and provided digital files for use in TV commercials
- Worked within creative teams alongside public relations consultants on marketing campaigns

Worldwide Online Printing, Newcastle _____ **2001–2007**

Senior Graphic Designer | 2005–2007

Client Sectors: Small Business, Corporate

- Produced high quality design for print projects to meet tight deadlines and technical specifications as required by print suppliers
- Scheduled and coordinated daily workload for junior designers to ensure efficient production flow
- Provided creative direction and quality control for design work produced by two entry-level designers

Art Studio Manager and Client Liaison | 2004

- Managed customer enquiries and quote requests, delivering timely and accurate quotations
- Provided print solutions and recommendations to meet client requirements for printed products

Graphic Designer | 2001–2004

- Developed creative design solutions aligned with client briefs and style guides
- Produced high quality design for print projects to meet deadlines and technical specifications
- Provided preflight checks and quality control of print files supplied by external designers

Lake Road After School Care _____ **Jan 2001–May 2001**

Manager

- Managed the day-to-day operation of the Out of School Hours (OOSH) program
- Coordinated staff rostering and children's activities to ensure a safe and engaging environment
- Liaised with parents and school representatives regarding program operations and participant needs
- Developed marketing materials and communications for parents and other stakeholders

education

Certificate IV in Business (Small Business Management) _____ **February– July 2007**

TAFE - Newcastle Campus (Additional subjects required to complete course)

Relevant Course Work:

Produce complex business documents, Develop and use complex spreadsheets, Promote products and services, Coordinate implementation of customer service strategies, Use technology in the workplace

Bachelor of Design (Graphic) Honours Class I _____ **1997–2000**

The University of Newcastle

Also completed marketing subjects - *Marketing Principles, Professional Practice Design*

awards & achievements

Guest Assessor | 2009

Served on an assessment panel for Bachelor of Visual Communication (Honours) students at The University of Newcastle

First Prize Winner | 2004

Christmas Card Series Design – Top-Selling Entry, Australia-wide Competition, Worldwide Online Printing

Award for Outstanding Merit | 2000

Logo and Promotional Design Competition – Australian Institute of Physics

volunteer experience

Kindergarten Sabbath School Leader – Avondale University Church _____ **January 2024–Present**

Busy Bee Group Leader – Avondale Memorial Adventurer Club _____ **January 2026–Present**

Parent Helper, Kindergarten Literacy Program – Avondale School _____ **January 2026–Present**

Youth Team Member – Canberra National SDA Church _____ **2012–2013**

Weekly Bulletin “PewsNews” Editor – Canberra National SDA Church _____ **2010–2013**

Committee Secretary – Adventist Students Association _____ **1999–2000**

(Australia-wide SDA University Student Support Group)

Committee Member – Newcastle Adventist Students Association _____ **1998–2000**

(The University of Newcastle SDA Student Support Group)

referees

Available upon request.