



10 Elwood Place, Ellerslie, Auckland, New Zealand

Phone: 09 526 5231

Mobile: 021 113 0239

Email: ladyboss@bung.co.nz

Web: www.bung.co.nz

Education

Diploma of Digital Media

Media Design School, Auckland

February - December 2008

“Graduates can enter directly into a variety of positions in the interactive digital media industries as they have a range of skills and abilities to deliver rich media content, interactive information data, entertainment messages that are required by the digital media industry including Internet interface design, navigational design, usability and site architecture. Graduate employment opportunities include Web Designer, Multimedia Developer, Flash Designer, Interactive Producer, Web/Online Manager, Freelance Designer, Webmaster.” Media Design School website

- Adobe’s Creative Suite 3 (Flash, Dreamweaver, Fireworks, Illustrator, Photoshop, and Soundbooth).
- Programming languages such as: XHTML, XML, CSS, JavaScript, ActionScript3, PHP, MXML (Flex).

References

Work-Related:

Donna Sturch, Support Team Leader

Email: donna.sturch@colmarbrunton.co.nz

Colmar Brunton, Auckland

Phone: 09 919 9200

Petrina George, Trustee

Email: pgeorge@apra.com.au

Pacific Music Awards Trust, Auckland

Phone: 09 623 4717

Personal:

Rebecca Maguire

Email: rebecca@ricochet.co.nz

Richochet, Auckland

Phone: 021 502 229



10 Elwood Place, Ellerslie, Auckland, New Zealand

Phone: 09 526 5231

Mobile: 021 113 0239

Email: ladyboss@bung.co.nz

Web: www.bung.co.nz

Experience

Executive Assistant - Creative

August 2006 - November 2007

Colmar Brunton, Auckland

Colmar Brunton is the largest independent, employee owned market research company in NZ.

- Provide support to the Qualitative Research Team by creating dynamic Powerpoint presentations that add the 'WOW' factor
- Designing graphics utilising Photoshop CS2 for use in Powerpoint presentations, Reports, company templates, etc
- Animation utilising Adobe ImageReady & Powerpoint
- Video editing utilising Sony Vegas 7.0 for use in Presentations
- Template creation –customising reports, proposals, research presentations – Office 2007 & 2003
- Image manipulation utilising Photoshop CS2
- Formatting of HR documentation – Orientation Handbook, Employee Handbook, Company Policy, Performance Reviews, etc
- CD/DVD burning of presentations, colour printing of Research findings

Licensing Representative

April 2002 - August 2006

Australasian Performing Rights Association (APRA), Auckland

APRA promotes the value of music, licenses music users and distributes royalties to songwriters.

- Issue public performance licenses to businesses for the use of music - Commission based, target-driven deliverables
- Assist in APRA workshops, seminars, industry functions & Silver Scroll Awards
- Create & maintain client relationships usage reporting, compliance checking, annual reassessment of licence fees
- Project Maintenance – identifying key industries to target for licensing
- Implement Access client database for mass mailouts and gig tracking
- Administer School licenses throughout New Zealand
- Identify copyright music usage for setlist reporting/ live performance returns
- Christchurch, Wellington & Nelson clients targeted for appointments and securing licenses
- Yearly Licensing Conferences in Sydney, half yearly at various locations in Australia
- Co-ordination of HANZ Trade Conference stands



10 Elwood Place, Ellerslie, Auckland, New Zealand

Phone: 09 526 5231

Mobile: 021 113 0239

Email: ladyboss@bung.co.nz

Web: www.bung.co.nz

Experience

Advertising Co-Ordinator

April 2000 - March 2002

TVNZ is New Zealand's leading Television Broadcaster.

TVNZ, Advertising Services, Auckland

- Compile TV1 & TV2 advertising logs daily
- Control a portfolio of agency scheduling instructions and material for DDB Worldwide, FCB, Gestro Horne, Lennox Media, Pilgrim International, GI Media, Media Network Education Services & TVNZ Enterprises
- Maintenance of records within portfolio, Organising daily transmission paperwork commercials & Seachange data on weekly basis
- Closing of TV1 & TV2 commercial logs, building & sequencing of logs
- Liaison with Presentation and Sales Schedules staff on commercial break adjustments
- On-going culling and updating of tapes and Seachange library
- Contacting Advertising Agencies and Production Houses to track late or missing material

Sales Administrator

January 1999 - March 2000

TVNZ is New Zealand's leading Television Broadcaster.

TVNZ, NZ Television Archive, Auckland

- Generate/Maintain Footage Licence Agreements, Licence Renewals
- Manage Loan VHS & Blooper Library
- Mail & courier distribution
- Generate invoicing utilising SAP system
- Manage bookings of appropriate technical facilities, co-ordinate transfers of footage
- General office administration duties