

# AIDAN MYLES

## RÉSUMÉ

*Private & Confidential*

[www.aidanmyles.com](http://www.aidanmyles.com)

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73 Settlers Circuit  
Mount Cotton QLD 4165

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## BACKGROUND

Dedicated and Passionate individual with experience in exhibition events, printing & finishes, graphic design and sales. Excellent presentation and communication skills, with the ability to establish a rapport with a wide range of people quickly and easily. Adaptable, with a strong track record for providing the highest standard of customer service, works effectively as an individual, as part of a team or a project leader.

## KEY SKILLS & ABILITIES

- Customer focused – demonstrated commitment to excellence in customer service.
- Able to create and sustain effective interpersonal relationships.
- Excellent time management strategies – with ability to plan and prioritise.
- Demonstrated success in meeting deadlines in pressure situations.
- Able to handle difficult situations with creativity.
- Effective response to customer enquiries and complaints – ensuring prompt resolution and processing.
- Demonstrated commitment to professional development and ongoing education.
- Sound understanding of WH&S policies and procedures and their practical implications in the work environment.
- Problem solving and decision making skills of the highest standard developed in response to unpredictable and challenging circumstances.
- Confident in liaising with all levels of management.
- Equally effective working on self-managed project or as a team member - Including team leadership/project managing
- Ability to produce high quality results by listening to and assessing peoples needs and expectations.
- Advanced computer skills, with extended knowledge of Adobe Creative Suite and Microsoft Office software, Including excellent troubleshooting skills.

## EMPLOYMENT EXPERIENCE

### INKJET & LASER SOLUTIONS Brisbane

**JULY 2008 (CURRENT)**

#### **Creative Retail Assistant**

Duties include:

- Provide excellent customer service, cash handling and operation of computerised point of sale system
- Graphic Design: Complete corporate design/advertising/marketing needs, posters, photograph restoration & enhancing
- Print & Copy: Operate small and large Laser printers, laminating, trimming, binding etc

### AIDAN MYLES DESIGN

**APRIL 2008 (CURRENT)**

#### **Graphic Design - Sole Business Owner (Freelance)**

Duties include:

- 100% client focused in providing contemporary and creative services
- Graphic Design: Full service, everything from complete brand identities for new businesses, to outsourcing for contract work, including web & flash development
- Invoicing, business maintenance, continual program research & development

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**THE EXHIBITIONIST** Darwin

**APRIL 2007 - APRIL 2008**

## **Graphic Designer & Assistant Office Manager (Full Time)**

Duties included:

- Consistent standard of high quality customer service
- Design campaigns for corporate identity, print advertising & website maintenance
- Designing, printing, weeding and application of vinyl stickers for signage and vehicles
- Designing, printing, building and installing real estate signs within the corporate design
- Design, construction and maintenance of exhibition booths for events
- Supervising hired labor for Exhibition installations
- Managing the office and casual staff for extended periods.
- Liaise with customers, in regards to quotes, briefings, updates etc.
- Maintenance of equipment i.e. Roland digital printer, laminator etc.

## **OTHER EMPLOYMENT EXPERIENCE**

|                 |                 |                   |
|-----------------|-----------------|-------------------|
| NORSIGN NT      | - Graphics      | APRIL - JUNE 2007 |
| TRANS AUSTRALIA | - Bus Detailing | 1 YEAR            |
| COLES GROUP     | - Retail        | 4 YEARS           |
| CITY BEACH      | - Retail        | 6 MONTHS          |

## **QUALIFICATIONS**

|   |      |
|---|------|
| <b>BACHELOR OF COMMUNICATION DESIGN</b> | 2007 |
| James Cook University - Townsville      |      |

## **COMPUTER SKILLS**

- Adobe Creative Suite
  - InDesign
  - Photoshop
  - Illustrator
  - Flash
  - Dreamweaver / CSS / JS
  - Contribute
- Sign Wizard
- Microsoft Office
- PC / MAC

## **REFEREES**

|                   |                    |                          |
|-------------------|--------------------|--------------------------|
| Yolanda Griffen   | Christopher Mackay | Lorraine Mckay           |
| The Exhibitionist | NT Government      | Inkjet & Laser Solutions |
| 08 8991 3166      | 08 8935 7412       | 07 3393 9911             |