

AIDAN MYLES

RÉSUMÉ

Private & Confidential

www.aidanmyles.com

73 Settlers Circuit
Mount Cotton QLD 4165

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BACKGROUND

Dedicated and Passionate individual with experience in the exhibition, print, graphic design and retail industries. 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

JULY 2008 (CURRENT)

Creative Retail Assistant (Casual)

Duties include:

- Provide excellent customer service, cash handling and operation of computerised point of sale system
- Graphic Design: Business cards, posters, retouching of photographs for print etc
- Printing: 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

1 YEAR

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 2008
TRANS AUSTRALIA	- Bus Detailing	1 YEAR
COLES GROUP	- Retail	4 YEARS
CITY BEACH	- Retail	6 MONTHS

QUALIFICATIONS

BACHELOR OF COMMUNICATION DESIGN	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

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