Amanda Watson – Web Developer, Office Manager, Programming, Data Entry and graphic skills

amandawatson.com.au/

WEB ADMIN/DIGI ACCOUNTS

Barefruit Marketing 2016-present

The ability to communicate clearly and concisely, varying communication style depending upon the audience, to describe the technical aspect of your my of the project. Excellent attention to detail and written skills when communicating with others, both internally and externally. This is critical with development online, and showing your online work to clients. Ability to apply knowledge in a practical, commercial manner. For example, don't use technical jargon with people who clearly don't understand. Wilingness to assist and support others as required and get on with team members. Be ready to assist other Account managers technically if required. Accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner. Present a Professional approach, Ability to work under pressure, Organisational and time management skills., Excellent attention to detail, Confident Manner, Positive approach to change

Administration for Dairy Beef Alliance and liaising with clients and programmers, Assisting in Web development using many programs including Dreamweaver and Photoshop, Data Processing (62wpm), Computer Operations (Print Room Operator), word processing, Ordering supplies, mail outs and performing inventory, Web designing and development – Websites developed using Joomla, Flash- Actionscript 2, HTML, CSS,PHP, Javascript, DHTML , Assisting the Managing Director when required, preparing publications, proposals and emails, Running and maintaining Color Printer (Konica Minolta C450). This included the printing of required jobs on a range of laser copy media, ordering stock and maintenance of the machine, Writing and obtaining quotes for clients, Web updates for over 40 websites. Installation of MySQL databases on server for use in websites, Designing Brochures, Pamphlets, Advertisements, Banners, Business cards, Powerpoint Presentations and other required marketing material using Adobe Creative Suite.

COMPUTER OPERATOR/DATA ENTRY; CONTRACT WEB DEVELOPER

FULL TIME - ABRI (Agriculture Business Institute, UNE) 2002 (leave to Brisbane for training)-2002

GRAPHIC ARTIST

Insignature Signs 2004-2007

Designing signs, including car signage and banners as per client specifications. This was done using a number of programs including Corel Draw, Adobe Illustrator, Photoshop, Signlab, Signblazer and Flexisign. Sending layout options to clients via email and on CD's. Managing the National Account for Hills Pet Nutrition. Quoting, designing and overseeing the manufacturing of the signage as required by each State Representative. Reproducing Artwork on required media from a range of formats including .jpegs, .tiffs, .bmp and .eps. This often required the artwork to be re-drawn using the above CAD (Computer Aided Design) systems for final printing. Running 4 Digital Printers including a Mutoh and Cadet. This included the printing of required jobs on a range of media, ordering stock and maintenance of the machines. Supervising junior staff on a daily basis and delegating required duties Maintaining and ordering stock for entire warehouse. This included, ink, media, backgrounds and vinyl.

Performing receptionist duties within a tourist resort environment. Customer Service, responding to customer enquiries and complaints ensuring all are handled with a high level of professionalism. Supervising staff on a daily basis and delegating required duties. Responsible for all accounts receivable/payable using MYOB. Daily banking and cash handling. Maintaining stock, ordering new stock for two parks. Designing marketing brochures, Updating business website, Designing maps of park.

OFFICE MANAGER

Yamba Waters Caravan Park 2003-2005

WEB DESIGNER/COMMUNICATIONS OFFICER

Skorpion Pty Ltd, Australia - Tullera, NSW 2007-2008

Web designing and development – Websites developed using Joomla, Flash- Actionscript 2, HTML, CSS,PHP, Javascript, DHTML amd Wordpress. Running the server, PHP and MySQL. Installation of MySQL databases on server for use in websites. Designing Brochures, Pamphlets, Advertisements, Banners, Business cards, Powerpoint Presentations and other required marketing material using Adobe Creative Suite 3.

Met crucial deadlines by testing the American Express reservation system moving it into production, resulting in a key sale for the business. (webjet.com), Answered customer inquiries and logged calls into our computer management software so they could be answered by appropriate team member and the system updated accordingly. Maintained and tested system after the programmers had developed it.

IT TESTER/HELP DESK LEVEL 1

Penzance Technology – Sydney NSW (software behind WEBJET) 2001-2002

CONTRACT WEB PROGRAMMER/DEVELOPER

Cybertel 2011-2012

Develop and design sites using PHP, Joomla, Wordpress, HTML. Develop sites for a range of customers providing ecommerce solutions, of open source php extensions. forums and a large range

CONTRACT WEB PROGRAMMER/DEVELOPER

Web and Print Design 2009-2013

, Working with Senior Developers to build a variety of scripts for large sites, Develop Search Engines in PHP and MySQL, build sites using Flash, HTML, CSS, Joomla, PHP, MySQL, Javascript, DHTML,VBulletin, Wordpres, Blogger, phpBB. Ecommerce Solutions specialising in an in-house Shopping Cart developed by the company, Virtuemart, Ecommerce Templates, PayPal and OSCommerce "]

CONTRACT WEB PROGRAMMER/DEVELOPER

Frangipani Creative 2008-2015

, Working with the senior designer to build a variety of websites, Sites are built using Flash, HTML, CSS, Joomla, PHP, MySQL, Javascript, DHTML, VBulletin, Wordpress, Blogger, Ajax, Ecommerce Solutions specialising in Virtuemart, Ecommerce Templates, PayPal and OSCommerce