

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

 amandawatson.com.au/

avatar

AMANDA WATSON

OFFICE ADMINISTRATOR, WEB DEVELOPER, CODER, WEB DESIGN, GRAPHIC DESIGN, OFFICE MANAGER

PROFILE

Amanda Marie Watson

websites@amandawatson.com.au

29/08/1977

0400 014 260

- Music
- Learning
- Blogging
- Tea

- Family
- Running
- Reading
- Nature

hobbies & interests

- Triathlons
 - 4WD
 - Competing
 - art
-

SKILLS

The bricks behind all websites. I have been using **HTML** for 18 years.

starting from actual **DATA ENTRY** of Cattle growth, at UNE, to entering content in websites and brochures. I can **TYPE 60wpm**

Once I learned that CMS's were the websites of the future, I took many related courses in **PHP** so I could write and read the code well

I have been working with **CSS** and websites since 2000, before CMS websites took off (like wordpress for example), I even learned animation (using Adobe Flash, which was great fun

I have been working with **MICROSOFT OFFICE** since 1995

I started using the **ADOBE CREATIVE SUITE** in 2005 and have used it to produce brochures, logos, images for websites, sign writing and more

From my first job as a waitress all the way to a marketing agency, **CUSTOMER SERVICE** has always been my top priority

EDUCATION

2012 OBJECTIVE C

IOS DEVELOPMENT FOR APPS - JTRIBE - SYDNEY

I Did a short course to see if I could apply my existing knowledge to App Development

2010 INTRO/ADVANCED PHP DEV

DYNAMIC WEB TRAINING - SYDNEY

2007 FLASH ACTION SCRIPT FOR DESIGNERS

DYNAMIC WEB TRAINING - BRISBANE

I had a lot of fun learning animation using Flash, but unfortunately it has become redundant with the explosion of jquery and advanced java scripting

2007 - FLASH RICH CONTENT

DYNAMIC WEB TRAINING - SYDNEY

2007 - BUSINESS GRAPHICS OPERATION

NEW ENGLAND INSTITUTE OF TAFE, ARMIDALE, NSW

In-depth learning of Photoshop

Computer Science 1 - C++, Computer Science 2 - C++, Discrete Mathematics, Internet Security. I found distinct training was more beneficial for my graphic/web/office development

2007 - BACHELOR OF COMPUTER SCIENCE (incomplete - 2 years)

UNIVERSITY OF NEW ENGLAND , ARMIDALE, NSW

2005 - CERT II IN GRAPHIC ART

Completed in half the time expected as I was fast to learn for sign writing

This began my first experiences in using computers and the programs available for graphics and web development

2002 - CERT IV IN MICROCOMPUTER TECHNOLOGY

SPHERION EDUCATION, BRISBANE/SYDNEY

2002 - ZIP MANAGEMENT

ZENBU RESTAURANT, SYDNEY

Intensive training in Customer Service and Client Management

Intensive training in Good Business techniques and how to get the most out of your employment

2002 - PROFESSIONAL DEVELOPMENT

SPHERION EDUCATION - SYDNEY

2000 - BACHELOR OF INFORMATION TECHNOLOGY

ANU - CANBERRA

Incomplete

Trying to figure out what I wanted to do in life after achieving such high results in my highschool certificate

1996 - BACHELOR OF ARTS

1995 - ACT YEAR 12 CERTIFICATE

LAKE GINNINDERRA COLLEGE - CANBERRA

Majors: Mathematics, Physics, Chemistry, English

EXPERIENCE

WEB ADMINISTRATOR/DIGITAL ACCOUNTS

Barefruit Marketing 2016-present

Communication - 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. Attention to detail - 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. Commerciality - ability to apply knowledge in a practical, commercial manner. For example, don't use technical jargon with people who clearly don't understand. This doesn't mean you don't do the technical tasks,, just concentrate on communication, Teamwork - willingness to assist and support others as required and get on with team members. Be ready to assist other Account managers technically if required. Time management/organisation - 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
Designing 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

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

CONTRACT WEB PROGRAMMER/DEVELOPER

Frangipani Creative 2008-2015

Designing and Developing Sites, Project Management for large scale websites. 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

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Web and Print Design 2009-2013

Portfolio

CARTOON MAN
ILLUSTRATION

□

THE PROJECT
ADVERTISEMENT



PUNCH YOUR BOSS
BRANDING



MOTION PICTURE
ADVERTISEMENT



LOGO DESIGN
BRANDING



ANIMATING JOB #3
BRANDING



BLOG

06 Feb 2015

ThemeonLab

بأقبحها الدفاع كل، إلى لعدم وبدون وفنلندا عل

أماً اعتداء المواد تم أخر، لم قام الأخذ المضي. بعد اوروبا الخاسرة وباستثناء أن، أخذ الجوي الضغوط هو. وفي الأخذ مواقعها الدفاع

[readmore](#)

06 Feb 2015

ThemeonLab

Hello world!

Welcome to WordPress. This is your first post. Edit or delete it, then start blogging!Welcome to WordPress. This is your first post.

[readmore](#)

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Majors: Mathematics, Physics, Chemistry, English

- Ascending
- Descending

Contact info

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