

PROFESSIONAL SUMMARY

Over 10 years experience in Graphic Design

Over 5 years experience in Office and Administration

PERSONAL DETAILS



Phone: 027 3050 422

Email: sarahcahillnz@gmail.com

Citizenship: New Zealand Citizen

Drivers Licence: New Zealand Full

Portfolio: Scan QR or www.sarahcgraphics.com

GRAPHIC DESIGN EXPERIENCE

Graphic Designer

Self Employed, Nelson | Feb 2024 to Current

Graphic design and branding solutions for corporate and small businesses including product design, IT, trades and H&S.

Graphic Designer & Website Coordinator

OnCue Business & Conference Solutions, Nelson | Part-time 2024 (8 months)

Designing various collateral for conferences and events, as well as building and updating websites for associations and conferences using Wix, WordPress, Squarespace, and other platforms as required. Updating and generating newsletters using MailChimp.

Graphic Designer

Fulton Hogan, Christchurch | Apr 2019 - Feb 2024 (4 years, 10 months)

Producing a variety of material, including H&S graphics, manuals, books, posters, brochures, infographics, icons, diagrams, and presentations. Additionally, video editing, 3D illustrations (importing and refining SketchUp models in Adobe Illustrator), and specifically tailored maps (integrating GIS Vector Basemaps into Adobe Illustrator). Initially working across various departments, then primarily for HSQES (Health, Safety, Quality, Environment, and Sustainability). Effectively coordinating numerous tasks with a diverse range of individuals.

Graphics and Marketing Coordinator

Leighs Construction, Christchurch | Aug 2016 - Aug 2018 (2 years)

Creation of annual reviews, submission documents, brochures, booklets, posters, invitations, promotional material, certificates, cards, calendars, and presentations. Additionally, responsible for website maintenance, advertisements for publications, signage (vehicle, machinery, and site), as well as the creation of H&S material. Coordinated photography on-site and managed a large database of company photos. Worked to tight deadlines in a fast-paced environment, particularly during submission periods. This required close collaboration with Bid Writers, Submission Coordinators, Engineers, Estimators, Quantity Surveyors, Project Managers, and the H&S team.

Publication Layout Designer

Mountain Scene, Queenstown | Aug 2013 - Feb 2016 (2 years)

Production of a weekly community newspaper using Adobe InDesign, InCopy, and Photoshop. Worked to a tight schedule to meet a mid-week deadline in a busy environment, while coordinating last-minute copy, advertising material, and articles alongside the Editor, Journalists, the Marketing team, Print Production, the Otago Daily Times (ODT) office, and clients.

SOFTWARE

Proficient



- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat Pro
- Adobe Premier Pro
- Microsoft PowerPoint
- Microsoft Word
- Wix & CMS

Confident



- Adobe After Effects
- WordPress (Elementor)
- Squarespace
- Microsoft Excel
- Canva
- MailChimp
- Kitchen CAD
- Hnry
- Xero
- ACE Payroll

Occasional Use



- Adobe Animate
- Adobe InCopy
- GIS Vector Basemaps
- SketchUp
- EdApp

OTHER SKILLS

- Print and digital design
- Implement design principles
- Project brief interpretation
- Brand identity and consistency
- Client and customer interactions
- Typography and typesetting
- Vector and illustration design
- Photo manipulation and composition
- Publication and layout design
- Designing for print prepress
- File types and formats knowledge
- Video editing
- Brainstorming and storyboarding
- Social media fundamentals
- Web building and CMS management
- HTML / CSS and web fundamentals
- Written and verbal communication
- Office management

OFFICE & ADMINISTRATION EXPERIENCE

Office Manager & Kitchen Joinery Consultant

Queenstown Joinery, Queenstown | 2013 & 2007 (temporary)

Engaging with clients to address joinery requirements. Conducting on-site assessments for measurement, design, and quotes of kitchen and cabinetry solutions. Creating visual concepts using CAD software and coordinating with kitchen hardware suppliers, as well as managing various office duties. Note: Worked here twice temporary.

Note: Study break (full-time), Graphic Design in 2012 – 2013.

Bookkeeping, Designing, Ticket Sales & Hosting

Million Dollar Cruise, Queenstown | Feb 2010 – Feb 2012 (2 years)

Designing advertising and promotional material; managing wages, bookkeeping (invoicing, PAYE, GST, and bank reconciliations using Xero); ticket sales and hosting private charters.

Note: During this period, I worked two part-time jobs that equated to full-time hours, above and below.

Accounts & Office Administrator

TIC Projects Ltd, Queenstown | Sep 2009 – Nov 2011 (2 years, 2 months)

Document control and management for H&S, hazardous substances, injury prevention, and machinery/vehicle fleets. Also responsible for accounts payable, monthly PAYE, GST invoicing, and wages.

Office Manager

John Edmonds and Associates, Queenstown | Sep 2007 – May 2009 (1 year, 4 months)

Management of client files, invoicing, and debt recovery. Monthly reporting, GST, PAYE, wages, bank reconciliations, and reception duties. PA duties to the Director and Planning Consultants when required.

QUALIFICATIONS & TRAINING

Certificate in Film Making

Yoobee College of Creative Innovation, Christchurch | 2019

Part-time course – NZQA.

Certificate in Digital Marketing Foundations

Marketing Association of NZ | 2018

Short course – MANZ.

Diploma in Computer Graphic Design

Yoobee College of Creative Innovation | 2013

Full-time, 1 year – NZQA, Level 6.

Diploma in Arts and Media

Nelson Marlborough Institute of Technology (NMIT) | 2012

Full-time, 1 semester – Changed to Yoobee Colleges.

Certificate in Small Business Management






Te Wananga o Aotearoa | 2007

Part-time course – NZQA.

COMPETENCIES

- Creative flair and an eye for detail
- Friendly, professional manner
- Collaborative team player
- Excellent communicator
- Conceptual thinker and problem solver
- Meets deadlines under pressure
- Effectively prioritises workflow
- Highly organised and self-motivated
- Adaptable and solutions-focused
- Keen to learn and embrace challenges
- Balances creativity with practicality

INTERESTS

-  Hiking
-  Art and craft
-  Snowboarding
-  NZQA Certified Beekeeper
-  Indoor plants

REFEREES

Jo Prigmore

National Health & Safety Manager

Fulton Hogan
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Alena Taylor

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