Sarah Cahill – Curriculum Vitae

PROFESSIONAL SUMMARY

Graphic design and visual communication: Over 13 years' experience

Office and administration experience: Over 5 years' experience

PERSONAL DETAILS

Phone: 027 3050 422

Email: sarahcahillnz@gmail.com

Citizenship: New Zealand Citizen

Driver Licence: Full Class 1 (NZ)

Portfolio: sarahcgraphics.com

DESIGN & DIGITAL EXPERIENCE

Instructional Designer

Downer, Australia/New Zealand (ANZ) | Mar 2025 – Oct 2026

Developed and produced learning, training and corporate resources, including interactive eLearnings and presentations, infographics, instructional illustrations, fact sheets, guides, business documents and interactive forms. Worked with subject matter experts (SMEs) to translate complex technical and operational information into clear, practical and engaging content. Condensed lengthy information into concise, logically structured content for visual digital guides and learning resources. Produced conference materials, including handbooks, email banners, merchandise, posters, charts, certificates and pull-up banners. Collaborated with the Emerging Talent team to gather and coordinate content for conference projects.

Self Employed Graphic Designer | Mar 2024 – Dec 2024

Graphic Designer

Fulton Hogan, Christchurch | Apr 2019 – Feb 2024

Produced a wide range of material including manuals, books, brochures, infographics, icons, diagrams, posters and presentations. Produced video content, 3D illustrations using SketchUp models refined in Adobe Illustrator, and customised maps integrating GIS vector basemaps. Initially supporting the maintenance contracts bidding/tendering team and departments like Training & People, I later transitioned to working primarily with the HSQES (Health, Safety, Quality, Environment, and Sustainability) team. I successfully managed multiple projects and competing priorities while collaborating with stakeholders at all levels.

Graphics and Marketing Coordinator

Leighs Construction, Christchurch | Aug 2016 – Aug 2018

Created corporate and marketing material, including annual reviews, submission documents, brochures, booklets, posters, invitations, promotional materials, certificates, cards, calendars, presentations and advertisements. Produced vehicle, machinery and site signage, along with health and safety resources. Coordinated on-site photography and managed a large database of company images. Delivered high-quality documents and graphics under tight deadlines in a fast-paced environment during bid submission cycles, while collaborating closely with the bid writer and coordinator, engineers, estimators, quantity surveyors and project managers.

Publication Layout Designer

Mountain Scene, Queenstown | Aug 2013 – Feb 2016

Produced a weekly community newspaper using Adobe InDesign, InCopy and Photoshop. Worked to a tight production schedule to meet a mid-week deadline, while coordinating last-minute editorial copy and articles with the editor and journalists; advertising material with the marketing team and clients; and final file handoff with print production.

SOFTWARE

Design & Digital Design
- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat Pro
- Adobe Premiere Pro
- Canva

Web & eLearning Tools
- Articulate Storyline
- Articulate Rise 360
- EdApp
- WordPress
- Wix
- Mailchimp

Office & Business Applications
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Microsoft Teams/SharePoint
- Xero
- MYOB
- Hnry
- ACE Payroll

Project & Operational Systems
- Decotech (Kitchen Design)
- ArcGIS Vector Basemaps

CORE SKILLS

- Graphic and visual design
- Brand identity and consistency
- Typography and typesetting
- Illustration, icons and infographics
- Image editing and manipulation
- Video editing and storyboarding
- Print and digital asset creation
- Publication and document design
- Content editing and simplification
- Instructional and eLearning design
- Learning resource development
- Web design and CMS management
- File, format and colour knowledge
- AI-assisted content refinement
- Technical content development
- Project coordination and delivery
- Workflow and task prioritisation
- Asset management and organisation
- Administration and business support
- Stakeholder and client engagement
- Team collaboration

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OFFICE & BUSINESS EXPERIENCE

Office Manager & Kitchen Joinery Consultant
Queenstown Joinery, Queenstown | 2013 and 2007

Consulted with clients to understand their kitchen and cabinetry requirements. Conducted on-site assessments and measurements, prepared designs and quotes, and created visual concepts using CAD (Decotech) software. Coordinated with kitchen hardware suppliers and provided general office and administrative support.

Graphic Design Diploma | 2012 – 2013 (1 year, full-time study)

Design Accounts and Customer Service Coordinator
Million Dollar Cruise, Queenstown | Feb 2010 – Feb 2012

Designed advertising and promotional materials including brochures and signage, while managing bookkeeping operations including invoicing, processing wages and PAYE, filing GST, and bank reconciliations. Additionally, coordinated ticket sales, delivered direct customer service, and hosted private charters.

Note: The roles above and below overlapped providng full-time employment.

Accounts & Office Administrator
TIC Projects Ltd, Queenstown | Sep 2009 – Nov 2011

Document control for health and safety, including hazardous substances, injury prevention, and the vehicle and machinery fleet. Processed accounts payable, generated invoices and quotes, processed wages and PAYE, filed GST returns, plus general administrative duties.

Office Manager
John Edmonds & Associates, Queenstown | Sep 2007 – May 2009

Managed the day-to-day administration of a planning consultancy. This included reception duties, invoicing, debt recovery, bank reconciliations, processing wages and PAYE, filing GST, and preparing monthly reports. I also provided PA and administrative support to the Director and planning consultants as required, managed client files, and oversaw general office coordination to support efficient operations.

QUALIFICATIONS & TRAINING

Certificate in Apiculture
Otago Polytechnic, Christchurch | 2021

Part-time course – NZQF, Level 3.

Certificate in Film Making
Yoobee College of Creative Innovation, Christchurch | 2019

Part-time training programme.

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.

Certificate in Small Business Management
Te Wānanga o Aotearoa | 2007

Part-time course – NZQA.

STRENGTHS

- Strong attention to detail
- Creative and conceptual thinker
- Good problem-solving ability
- Highly organised and self-motivated
- Adaptable and resourceful
- Practical, solutions-focused approach
- Friendly, professional manner
- Clear communicator
- Confident and approachable
- Performs well under pressure
- Willing to learn and self-directed

INTERESTS

- Walking and yoga
- Snowboarding
- Beekeeping
- Indoor plants

REFEREES

Drew Hayes
Alliance Manager, New Zealand Downer

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Jo Prigmore
National Health & Safety Manager, Fulton Hogan

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Jane Broughton
Communications Manager, Leighs Construction

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Portfolio
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