



## PROFILE

Highly competent Visual Graphics and Communications specialist. 25 years experience working with global consulting firms, governments and NGO's designing and creating visual communications and providing visual graphic, events and office administrative support

## SKILLS

Team Assistant, Visual Graphics consultant, Presentation Designer, Graphics Designer, Digital content creator, Document specialist, Web design, Corporate ID creation, Social media management, Marketing, Proof reading, Communications specialist, Time management, Leadership, Data capturing, Corporate document management, Video creation and editing, Permaculture and Sustainability designer and teacher

## SOFTWARE

Adobe InDesign, Adobe Illustrator, Adobe Photoshop, PowerPoint, Excel, Word, Wix, Inkscape, Camtasia video editing, Canva, Prezi, Renderforest, Wordpress

## CAREER SUMMARY

### ***Self employed - Dec. 2020 to Present***

#### **Freelance Digital content creator**

- Graphic design; including white papers, logos, corporate ID, posters, illustrations, web design, invitations and brochures
- Design and creation of high end PowerPoint presentations
- Social media content creation, communications and marketing
- Video editing and production (including animated videos)
- Web design using Wix

### ***Management Consultancies - Jan. 1998 to Dec. 2020 (Johannesburg / London / Cape Town)***

#### **Visual Graphics and Communications Consultant**

- Design and creation of high end PowerPoint presentations and media
- Assist teams of consultants in constructing their charts and providing advice as to best lay-out (PowerPoint, Word, Excel, Adobe InDesign, Photoshop and Illustrator)
- Design and production of white papers, posters, invitations, training booklets, pitch books, quarterly magazines and workshop/ exhibition material (Adobe InDesign, Photoshop and Illustrator)
- Proof reading
- Document quality control
- Providing advice and training to consultants regarding PowerPoint and lay-out of charts
- Colour and design principle advice for team assistants, clients and consultants
- Quality control of all internal or client-specific graphic/colour work produced, ensuring all materials produced were of the highest quality standards
- Repro, print houses, illustration and external vendor liaison
- Proofreading of materials
- Provided and received feedback on all projects

### ***Champions of Permaculture / Permaganics - 2011 to present***

#### **Permaculture teacher, Resilient community designer and Sustainability consultant**

- Teaching workshops and courses in Permaculture Design, Sustainability design, Aquaponics, Urban and Regenerative Agriculture and Low Impact Living practices

## CAREER SUMMARY (CONT.)

### ***Kaleidoscope (Pty) Ltd. | May 1994 to Nov 1994***

#### **Personal Assistant to Managing Director & Studio assistant**

- General office administration
- Liaising with clients and suppliers
- DTP assistance
- Implemented and maintained accounting software package
- Assisted with quoting of new jobs in Production Department
- Assisted with repro as well as liaising with printers, artists, copywriters and designers
- Assisted with managing the Mail Order company, which was a separate leg of Kaleidoscope

### ***Welkom Provincial Hosp. and Dr Dietrich & Partners South Africa | 1990 to 1994***

#### **Biomedical Scientist apprenticeship**

Laboratory testing and analysis of biological specimens in Microbiology, Chemistry, Serology and Hematology

## EDUCATIONAL TRAINING

### **Level 3 Award in Education & Training (L3AET) | PTLLS - The Teacher Trainer (2022)**

#### **In-house training and self study (1997 to present)**

PowerPoint, Excel, Word, Corel Draw, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Wix, Prezi

#### **Permaculture Design Certificate - Champions of Permaculture - Cape Town 2018**

Design science used for creating regenerative and ecologically sound agricultural and human settlement systems

#### **Commercial Aquaponics - Aquaponics Innovations and University of Stellenbosch - Cape Town 2015**

Aquaculture overview, Aquaponics overview, System components, Legislation, Water quality and testing, Marketing, Feeding fish and live feeds, Selecting crops, System management, Crop health, Treatment options, Tunnel time, Economics

#### **Design for Sustainability - Gaia Education and University of Catalunya - Spain 2012 - 2013**

Designing systems for ecological preservation of biosystems and integrative studies on holistic approaches to social, ecological, economic and worldview dynamics

#### **AAA School of Advertising (Johannesburg) - Principles of Graphic Design - 1998**

Elements of design, Logos, Corporate ID, Packaging, Poster Design, Direct Mail and Promotional Graphics, Typography, Marketing

#### **Sight and Sound College (South Africa) - Personal Assistant and Office Management - 1997**

General office skills including typing, shorthand, business English, proof reading and computer studies

#### **Free State Technicon (South Africa) - Art and Graphic Design - 1989**

Fine Art, Sculpture, Printing, Figure Drawing, Graphic Design and History of Art

#### **High School - South Africa (1983 - 1988)**

Math, English, Science, Biology, Geography, Afrikaans

## REFERENCES

#### **Vaughan Lindsay**

Senior Advisor, Zamo Capital  
vaughanelindsay@gmail.com

#### **Arlene Geldenhuys**

Director, Thaleni Executive Graphics  
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#### **Jim Roth**

Founding and Managing Partner, Zamo Capital  
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## HOW TO REACH ME

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