

GERMAINE STALEY

VISUAL GRAPHICS SPECIALIST | EVENTS SUPPORT | SUSTAINABILITY DESIGNER
| TEACHER



PROFILE

Highly competent Visual Graphics and Presentation specialist. 25 years experience working with global consulting firms, governments and NGO's designing and creating presentations and providing visual graphic and office admin support

SKILLS

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 teacher

SOFTWARE

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

CAREER SUMMARY

World Council for Health | Sept. 2022 to present

Part-time Graphic Design/Events support/General admin/Source Ambassador Co-ordinator

- Graphic design, including but not limited to: reports, logos, corporate ID, posters, illustrations, web design, events material
- Live-streaming support, including production of digital assets
- Design and creation of PowerPoint presentations and templates
- Social media content creation, communications and marketing
- Video editing and production
- General office administration as required

Self employed | Dec. 2020 to Sept. 2022

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 Consultants | Jan. 1998 to Dec. 2020 (Johannesburg / London / Cape Town)

Visual Graphic Content Creator

- 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

CAREER SUMMARY (CONT.)

Champions of Permaculture & GrowLabs Edu | 2011 to present

Permaculture teacher and Sustainability consultant

- Teaching workshops and courses in Permaculture Design, Sustainability design, aquaponics, urban and regenerative agriculture and Low Impact Living practices

Alandis (Pty) Ltd. | Feb 1995 to Dec 1997

Personal Assistant to Managing Director

- General secretarial duties and administration of the office
- Diary management
- Booking and arranging travel, conference calls, meetings and events
- General administration

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) | PTLTS - 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

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