



megan taylor **resume**

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summary of professional skills & experience

Design Skills

Print

Design of a wide range of printed material including posters, brochures, books, annual reports, corporate documents, catalogues, magazines, stationery items, signs, billboards, packaging items and disks.

Familiar with various print techniques and confident in preparing electronic files for a printer.

Corporate Identity

Design of corporate logos and stationery items for small business, corporate, retail, government and not for profit clients.

Press

Design of press advertisements for corporate clients, retail clients and government departments.

Exhibition

Design of large format panels for prefabricated display systems.

Multimedia

Design of slide presentations using Powerpoint or Acrobat.

Design and development of websites using Dreamweaver and Flash.

Illustration

Design and production of illustrations using a variety of techniques and materials.

Management Skills

Liaising with clients, colleagues and external contractors

Supervising staff

Monitoring work flow

Project management

Preparing quotes and invoices

Computer Skills

Familiar with Apple Macintosh and Windows operating systems.

Confident learning new software on the job.

Experienced in a range of professional design software including:

InDesign QuarkXpress

Illustrator Freehand

Fireworks Photoshop

Dreamweaver Flash

Pagemaker Acrobat

Director MS Office





employment history

2003 – current Senior Graphic Designer (Casual) Ad World Marketing

Tasks and responsibilities:

- work in collaboration with the Marketing Manager to design marketing material and produce artwork for print applications.

2003 – current Principal Designer – Megan Taylor Design

Tasks and responsibilities:

- graphic design and project management for print and digital media
- liaise with clients and external contractors
- prepare quotes and invoices
- keep a record of my time spent on tasks
- small business account keeping

Recent projects include:

- poster design for Cancer Council Qld
- retail product catalogues for the MAC1 chain of Apple Mac stores
- corporate document design for AUSIT, a Brisbane based IT company
- design layout for Honestly Woman Magazine
- corporate identities for small businesses
- design of brochures and other marketing material for small businesses
- design of website concepts for web development companies
- design and construction of websites for small businesses

Achievements:

In 2007 I became a full-time student and obtained a Diploma of Multimedia while I continued to maintain my freelance design business.

2000 – 2003 Parental leave from paid work. Unpaid work as an Administration Assistant.

Tasks and responsibilities during this time included assisting with the administration of our family tennis coaching business.

1998 – 2000 Senior Graphic Designer – The Art of Graphic Design

Tasks and responsibilities:

- graphic design and project management for print and digital media
- keep a record of my time spent on tasks
- liaise with clients and external contractors
- prepare quotes and invoices

1995 – 1998 Studio Manager & Senior Graphic Designer – The Art of Graphic Design

Achievements:

During my appointment as Studio Manager the success of our studio meant the design team increased from three to nine full time designers.





Tasks and responsibilities:

- traffic control of all projects within the studio
- delegate projects to members of the design team
- monitor work flow to ensure deadlines were met
- liaise with the Account Executives, external clients and contractors
- prepare quotes and invoices
- interview potential new designers
- graphic design and project management for print and digital media
- keep a record of my time spent on tasks

1992 – 1995

Graphic Designer – Design Direction

Tasks and responsibilities:

- graphic design and project management for print
- keep a record of my time spent on tasks
- liaise with clients and external contractors
- prepare quotes and invoices

1992

Graphic Design Tutor – University of Canberra

Tasks and responsibilities:

- mentor students of the graphic design course
- organise a student trip, including travel and accommodation, to a design conference in Melbourne

qualifications

Diploma of Multimedia

Southbank TAFE 2007

Bachelor of Graphic Design

University of Canberra 1991

referees

Bev Ryan – Editor & Publisher, Honestly Woman Magazine
Contact details are available on request.

Toby Underwood – Sales Manager, AusIT
Contact details are available on request.

Gary Green – Chairman of Community CPS Australia
Contact details are available on request.

