

Resume of Melanie Mason

GRAPHIC DESIGN PROFESSIONAL

[a] 53 Luscombe Street, Brunswick. 3056 Vic. Australia [m] +61 414 722 055

[e] melaniem@earthling.net [w] <http://www.ampersandland.com/mm>

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Professional Experience

OGILVY GROUP / ONE20 — Melbourne, Vic. Australia

Position: Senior Designer / Finished Artist.

Period of work: From July 2013 to current.

Responsibilities: To deliver quality design and finished art as well as studio manage when necessary.

Main duties include: Working on a diverse range of print, point of sale, outdoor and environmental signage/graphics, publications, digital materials and advertising pitches at various stages from creative, finished art and retouching. Liaising with print producers, art directors, designers and retouchers.

STUDIO MILOU SINGAPORE — Singapore, Asia

Position: Graphic Designer & Coordinator.

Period of work: From June 2012 to November 2012 (6 month contract).

Responsibilities: Design, planning and coordination in relation to the National Art Gallery of Singapore and other Studio Milou (Singapore & Paris) projects.

Main duties include: Working on the environmental design, wayfinding and informational signage for the National Art Gallery of Singapore which include Statutory, Destination, Directory and Direction signage in areas of typography, layout, map designs, pictograms and user testing; exhibition graphics with labels, didactics, wall graphics and upholstery patterns. Working closely with the Studio Milou Exhibitions team and Architectural Associates. Coordinating and liaising with external sub-consultants and other relevant partners on the scheduling, contractual obligations, and the production of graphic documentation.

Other duties include: Design planning and production of Studio Milou publications, overall design support with both Singapore and Paris studios as well as graphic support work for the heritage department which includes clients such as UNESCO.

...//... Professional Experience

Computer Skills...

I regularly use and is familiar with the following programs:

- Adobe CC ★ ★ ★ ★ ★
- Indesign ★ ★ ★ ★ ★
- Illustrator ★ ★ ★ ★ ★
- Photoshop ★ ★ ★ ★ ★
- Bridge ★ ★ ★ ★ ★
- Flash ★ ★ ★
- Dreamweaver ★ ★ ★ ★ ★
- Fireworks ★ ★ ★ ★
- Acrobat Pro ★ ★ ★ ★ ★
- Action script ★
- Adcast ★ ★ ★ ★ ★
- ATM Deluxe ★ ★ ★ ★ ★
- Auto CAD ★
- Barcode programs ★ ★
- CSS ★ ★ ★ ★
- HTML ★ ★ ★ ★
- Javascript ★
- JQuery ★
- Mac Platform ★ ★ ★ ★ ★
- Microsoft Office ★ ★ ★ ★
- Pitstop Pro ★
- PC Platform ★ ★ ★ ★ ★
- Quark XPress ★ ★ ★ ★ ★
- SLR Photography ★ ★ ★ ★ ★
- Suitcase XI ★ ★ ★ ★
- Wordpress ★ ★ ★

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★ Denotes basic skills

★ ★ ★ ★ ★ Denotes advanced skills

NATIONAL GALLERY OF VICTORIA — Melbourne, Vic. Australia

Position: Assistant Exhibition Graphic Designer.

Period of work: From May 2011 to November 2011 (6 month contract).

Freelance: From March 2013 to May 2013.

Responsibilities: Responsible for the design, planning and production of labels, didactic and support graphic documentation for exhibitions and displays ranging from permanent galleries to temporary exhibitions.

Main duties included: Liaising with a wide range of departments on exhibition projects, design concepts & research for touchscreen, printed material and exhibition content. Digitally prepare formatted layouts of individual labels, didactic texts, title wall graphics, infographics, directional and way finding graphic and illustrative material and all other graphic material to accompany exhibits for gallery renewal projects. Scale modelling objects and working with elevations creating artwork for a 3D environment, quoting, proposal documenting. Freelance work consisted of working in the Graphic Design Department focusing more on print for on publications, program guides and NGV branded point of sale materials.

ERGO ASIA — Melbourne Studio, Vic. Australia

Position: From full time employee as an Artwork Specialist to freelancer - on call basis.

Period of work: From August 2008 to November 2010.

Responsibilities: To provide high quality graphic design, administration, proof reading and finished art.

Main duties included: Working to strict deadlines & brand guidelines in a fast paced working environment, creating high quality beverage lists, tent cards and point of sale work for Fosters brands Australia wide, typesetting, mac trouble shooting, working within a small team, liaising with Fosters Group BDE's & venues operators, implementing new workflow systems such as web to print, supplying finished art to printers and proof reading.

FOSTERS GROUP — Southbank, Melbourne Vic. Australia

Position: Graphic Designer / Finished Artist.

Period of work: From August 2007 to August 2008.

Responsibilities: To provide high quality graphic design, finished art, coordination, project management and administration to the Beverage List team.

Main duties included: Working to strict deadlines & brand guidelines in a fast paced working environment, creating high quality beverage lists, tent cards and point of sale work for Fosters brands Australia wide, typesetting, mac trouble shooting, working within a small team environment.

...///... Professional Experience

Education...

Postgraduate (single unit) in User Experience Design

- Swinburne University, Melbourne. 2013

Masters of Design (Graphic Communication)

- RMIT University, Melbourne. 2011

Postgraduate Diploma in Graphic Design

- RMIT University, Melbourne. 2009

Time Management Certificate

- Worldwide Online Printing, Melbourne. 2006

Digital Media Certificate 4

- Enmore Design Centre Tafe, Sydney. 2006 (semester 1 only)

Web Design Certificate

- Shillington College, Sydney. 2002

Desktop Publishing Certificate 3

- Ultimo Tafe, Sydney. 1999

High School Certificate (HSC)

- J.J. Cahill High School, Sydney. 1995

WORLD WIDE ONLINE PRINTING — *Richmond, Melbourne Vic. Australia*

Position: Senior Graphic Designer.

Period of work: From November 2006 to late May 2007.

Responsibilities: To provide high quality graphic design, customer service, digital print production, administration.

Main duties included: Working to strict deadlines in a fast paced working environment, quotations, checking incoming designers files (80% of the work) for print, correcting files, imposing, colour matching, obtaining payments from customers, computer maintenance and troubleshooting, proof reading, creative design from start to finish, client liaison.

MASON DESIGN — *Newtown, Sydney N.S.W. Australia*

Position: Proprietor.

Period of work: From November 2004 to May 2006.

Responsibilities: Freelance and contract work for print & web.

Clients: Herbs of Gold, Vita Science, Vita Health Group, Unique Inspiration, Femina, Port Hacking Game Fishing Club, DVC Cronulla.

Work Performed: Contract with Herbs of Gold (healthcare) being their inhouse designer and creating artwork for their packaging, point of sale, web design, other clients within the fishing, sports, lingerie & garment industries.

Main duties included: Layout/design, finished art, scanning, image manipulation & colour correction, knifelines, press checks, proof reading, photography (including studio work), trouble shooting, working within tight deadlines, laminating, invoicing, quoting, computer maintenance, press checks, concept web and print work.

HERBS OF GOLD — *Kirrawee, Sydney N.S.W. Australia.*

Position: Inhouse Graphic Designer.

Period of work: From August 2003 to November 2004.

Responsibilities: Inhouse Graphic designer creating new corporate identities and working it through whole product ranges.

Work Performed: Corporate identity, logo design for both Herbs of Gold & Vita Science, packaging, web design, photography, concept work to finished art, working within tight deadlines, working with internal marketing team.

Main duties included: Layout/design, finished art, scanning, image manipulation & colour correction, knifelines, press checks, liaising with Singapore head office.

Artwork can be viewed on: www.herbsofgold.com.au and www.vitascience.com.au

...////... Professional Experience

Freelance clients...

- The National Gallery of Victoria
- Red Cell Lab
- Red Raw Design
- Madison Executive
- Blue Grassy Knoll
- Pharmacy Records
- Princess One Point Five
- RMIT Arts Union
- Immediate
- Ergo Asia
- Fosters Group
- Pearl Creative Consultants

ZULU VISION — Kingsgrove, Sydney N.S.W. Australia.

Position: Senior Graphic Designer.

Period of work: From June 2002 to August 2003.

Responsibilities: All printed artwork (from concept to finished products), training a junior designer.

Work Performed: Producing printed materials such as magazines (concept to finished art), banners, booklets, newsletters, bureau work, company presentations for product launches, website design and maintenance.

Main duties included: Layout/design, finished art, scanning, image manipulation & colour correction, knifelines, press checks, imposing, back ups, troubleshooting in a Mac & PC environment, creating postscript files & PDF's, client liaison, press checks & proof reading.

FOUR SEASONS WORLD — Alexandria, Sydney N.S.W. Australia.

Position: Desktop Publishing & Design.

Period of work: From February 2001 to May 2002.

Responsibilities: Sole Designer of the company; working with 2 marketing directors on 3 direct marketing campaigns on a daily basis, copy writers, editors and photographers.

Work Performed: Producing artwork for direct response / direct mail, brochures, letters, envelopes, catalogues, monthly newsletters, weekly magazine advertisements (such as Woman's Day Australia & New Zealand, That's Life, Take 5, Readers Digest, NW, New Idea, Brisbane Shoppers Guide, Medibank, Your Garden, TV Extra, TV Week, TV Soap, corporate identity, package design, photography, book design & layout.

Main duties included: Layout & Design, typesetting, finished art, scanning, image manipulation, backups, troubleshooting on a Mac environment, creating postscript files & PDF's, working autonomously, client liaison.

GREEN-LOCH REPROGRAPHICS — Banksmeadow, Sydney N.S.W. Australia.

Position: Mac Operator / Pre Press.

Period of work: From May 1997 to April 2000.

Responsibilities: Desktop publishing & design, general pre press duties.

Work Performed: Producing stationary, brochures, bureau work, posters, newsletters, printable materials and point of sale work.

Main duties included: Drum & flatbed scanning, image manipulation & colour correction, imposing files, bench planning, macking up films, fuji chemical proofing, plate making, film output with A1 & A2 image setters, colour separation, proof reading, backups, working to strict deadlines in an everything due yesterday environment, Mac troubleshooting, understanding of pre-press and printing industry operations.

References

MARK BUTTON - Ogilvy Group - ONE20 (Studio Manager)

Email: mark.button@one20.com.au

Phone: +61 418 312 429

SUZANNE OGGE-MILOU - Studio Milou Singapore (Director and Head of Heritage)

Email: ogge@studiomilou.sg

Phone: +65 6592 0013

JOANNE KOAY - Studio Milou Office Manager / PA to Director

Email: joanne.koay@studiomilou.sg

Phone: +65 6592 0013

JACKIE ROBINSON - National Gallery of Victoria (Graphic Design Manager)

Email: jackie.robinson@ngv.vic.gov.au

Phone: +61 3 8620 2195

DARYL WEST-MOORE - National Gallery of Victoria (Exhibition Design Manager)

Email: daryl.westm@gmail.com

Phone: +61 438 775 195

BRYCE AMNER - RMIT & Anglican Church Publications (Designer)

Email: bryce@monsters.net.au

Phone: +61 425 746 839

DEAN GEORGALAS - Ergo Asia & Fosters Group (Studio Manager)

Email: dean.georgalas@ergoasia.com

Phone: +61 407 305 513