

lisa
mcmaster



PERSONAL PARTICULARS

D.O.B 01/05/1987
Mobile 0420 904 017
Email lisa.mcmaster@live.com
Web <http://www.lisamcmaster.com>

EDUCATION

Southbank Institute of Tafe
February 2007 - November 2008
Diploma of Graphic Design

Chisholm Catholic College
2000 - 2004
Grade 12 Certificate

Subjects studied: English
Maths
Study of Religion
Art
Home Economics
Biology

WORK EXPERIENCE

Graphic Designer; MBE Business Service Centre, Hyperdome
September 2009 - May 2010

Duties include: Graphic Design
Pre-press & Print Operation
Administration
Customer Service
Photocopying
Laminating
Faxing
Binding
Guillotining
Typing documents
Desktop publishing

Referee: Greg & Melinda Moynihan;
Employers
Written reference can be found on page 5

Freelance Web Design

Referee: Bridget Galyer
Personal Stylist

"I found Lisa on www.gumtree.com.au after not receiving a response from 2 other web designers I found on www.yellowpages.com.au. Lisa responded to my initial enquiry within 10 minutes flat! From there we exchanged a



number of emails over the following 2 weeks and almost miraculously my website was up and running. I found Lisa's customer service and technical skills exceeded my expectations. I have recommended Lisa's services to all of my friends and colleagues."

Shop Assistant; Ultimate Copy, Westfield Garden City

January 2006 - Present

Duties include: Customer Service
Photocopying
Print Operation
Laminating
Faxing
Binding
Typing documents
Desktop publishing
Graphic Design
Phone and desk duties

Referee: Ian Reed;
Employer
Ph: 3216 8188

Casual Graphic Artist; QUT Student Guild, Kelvin Grove

November 2008 - February 2009

Duties include: Working closely with Marketing sector
Working with internal & external clients
Handling all stages of production
Designing Posters, Brochures, Wall Hangings, Website updates,
PDF Forms

Referee: Glenn McKewan
Marketing Officer
Ph: 3864 1667

Temporary Casual Graphic Designer; Print Blocks, Kelvin Grove

March 2008 - June 2008

Duties include: Assisting Head Designer
Designing flyers
Creating order forms
Web Design
Phone and desk duties
Typing documents

SKILLS

Design & Layout
Pre-press, print & production
Competence in both Mac and PC environments.

Software: Adobe CS3 Suite; In-Design, Photoshop, Illustrator & Acrobat
Web; Dreamweaver, HTML, CSS, Flash (basic)
Microsoft Office; Word, Excel



PERSONAL INTERESTS & ATTRIBUTES

My interests include design, art, photography, computing, reading, movies, listening to music and multimedia. I have always been very passionate about art and design.

Some of my personal strengths include a polite and friendly attitude, honesty, creativity, pride in my work, punctuality and reliability.





**MBE BUSINESS
SERVICE CENTRES**

21 May 2010

Statement Of Employment - Lisa McMaster

This letter confirms Lisa McMaster was employed by MBE Business Service Centres (Loganholme) on a full time permanent basis between 22 September 2009 and 21 May 2010.

Lisa was employed by us primarily to perform the duties of graphic designer. Her role did extend to colour and black and white copying, printing from disk, word processing, finishing services such as binding, stapling, saddle stitching, laminating and retail sales of stationery products.

During her time with us, we found Lisa to be of quiet but confident disposition, technically competent in her area of expertise, with a demonstrated passion for design.

Unfortunately as a result of a gradual change in our customer base, we found to our regret that we had declining quantities of work to provide Lisa. Her cessation of employment with us was an economic issue, not a reflection of her performance, and we would have no hesitation in recommending her to other employers.

Should you require further information I can be contacted on the number below.

A handwritten signature in black ink, appearing to read 'Greg Moynihan'.

Greg Moynihan
Gegmel Pty Ltd t/a
MBE Business Service Centres (Loganholme)

