

KELSEA WALL

DESIGNER

PERSONAL DETAILS

Email
Kelseawall01@gmail.com

Mobile
027 205 2715

LinkedIn
linkedin.com/in/kelsea-wall/

Portfolio
kelseasportfolio.wixsite.com/port-
folio

CAREER OBJECTIVE

To gain a position as a designer where I can apply my skills, knowledge and experience. I have particular interests in creative design, marketing and quality assurance.

AREAS OF EXPERTISE

- + *Design Thinking*
- + *Innovative Design*
- + *Design*
- + *Microsoft Office Suite*
- + *Adobe Suite (PS, IL, ID, XD, PR)*
- + *InVision*
- + *Customer Service*
- + *Product Development*
- + *Verbal & Written Communication*
- + *Problem Solving*
- + *Marketing & Social Media*

HOBBIES

- + *Typography*
- + *Baking*
- + *Photography*
- + *Reading*
- + *Travel / Exploration*

PROFILE SUMMARY

- + Completing a Bachelor of Creative Technologies (Hon) at AUT University.
- + High-level communication and interpersonal skills - with students, the public, colleagues and management.
- + Ability to build and maintain positive working relationships.
- + Extensive customer service experience with a strong customer service ethic.
- + An enthusiastic team worker committed to working towards a shared goal.
- + Ability to carry out quality control and provide innovative solutions.
- + Well organised person with excellent time management skills.
- + Committed to ongoing learning and professional development

QUALIFICATIONS

Feb 2019 - present

Bachelor of Creative Technology (Hon)

Auckland University of Technology

Dissertation title: "*Are the disability support services at Auckland University of Technology adequate for dyslexic students? A lecturers' perspective.*"

2015 - 2018

Bachelor of Creative Technologies - Design Minor

Auckland University of Technology

- + Studio Project V 2018: "Dyslexi-AR" is an infinity cube for young children with dyslexia aged between 5-7 to help improve their spelling and enunciate words.
- + Studio Project VI 2018: "Whale, Wale, Wail" is an interactive activity that teaches the user the differences of homophones through different combinations of 3D printed letters.

2011

National Certificate in Hospitality, Level 1 and 2

Step Ahead Training Ltd, Hamilton

2010

National Certificate in Business Administration & Computing, Level 3

National Certificate in Business Administration & Computing, Level 2

Bay of Plenty Polytechnic



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WORK EXPERIENCE

July 2015 | Present
ICR Studios
Social Media Manager / Administration Support

Key Responsibilities

- + Database Management
- + Data Entry
- + Image Editing
- + Social Media
- + File management
- + Stationery ordering
- + Problem Solving

Dec 2012 | July 2015
Cornwall House and Lotofale Mental Health ADHB
Team Administrator Support / Reception

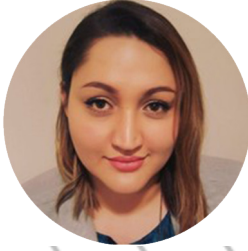
Key Responsibilities

- + Answering incoming phone calls
- + Contact with clients (phone and face to face)
- + Typing referrals / HCC (Healthcare Community)
- + Create clients folders
- + Leave Planner
- + Aspire
- + Fleet Cars
- + Filing
- + Mental Health Act
- + SIGMHA
- + Management support
- + Health and Safety Representative

Oct 2012 | Oct 2012
Alpha Temp
Team Administrator Support

Key Responsibilities

- + Answering incoming phone calls
- + Contact with clients (phone and face to face)
- + Type up referrals / HCC
- + Create clients folders
- + Leave Planner
- + Aspire
- + Fleet Cars
- + Filing



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WORK EXPERIENCE (CONTINUED)

Feb 2012 | Aug 2012

A1 Kitchen's and Cabinet Making
Administration / Receptionist

Key Responsibilities

- + Answering calls and responding to customer enquiries
 - + Writing up quotes. Filling out order forms
 - + Organizing dates and times with installers and clients
 - + Keeping track of current jobs completion rates
 - + Stocktaking
 - + General housekeeping duties
 - + Photocopying and filing of documents
 - + Designing kitchen plans
-

Nov 2011 | Dec 2011

BB's Café
Work Experience

Key Responsibilities

- + Customer Service
 - + Food handling and preparation
 - + General cleaning as required
-

REFERENCES

PHIL SHAW
OWNER/OPERATOR, ICR STUDIO
09 379 8647 / 021 507 888

SUE NESI
BUSINESS SUPPORT COORDINATOR, CORNWALL HOUSE AND LOTOFALÉ
09 379 8647 / 021 507 888

STEFAN MARKS
ACDEMIC REFERENCE
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