

# FRANCES ZORZI

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As a Graphic Designer, Administrative Assistant and Senior Retail Assistant, my strengths include my enthusiasm, effective communication skills and my ability to work well with a team or individually. I am creative, reliable and determined to work hard. I work under pressure to tight deadlines and ensure all work is produced efficiently and to a high standard. My communication skills allow me to successfully interact with people everyday at all levels; presenting detailed information in a clear, concise and articulate manner. I have strong organisational, time management and multi-tasking skills.

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## PROFESSIONAL EXPERIENCE

### **ADMINISTRATION ASSISTANT | Nov 2017 – present**

*Allstar Electrical Services*

#### **Key Responsibilities:**

- Organise end of year function for all employees
- Schedule meetings and appointments
- Preparing documents for meetings
- Collect and record employee wages using MYOB (Mind Your Own Business)
- Process and file Invoices using MYOB
- Process superannuation and long service leave for all employees
- General office management - e.g. office maintenance, conducting orders for office supplies and employee uniforms, and directing of couriers
- Process and direct mail
- Collect and organise employee paperwork such as job employment contracts
- Maintain employee database – updating personal details
- Filing, printing and scanning of documents

#### **Key Achievements:**

- Created a more efficient database and filing system for invoices and important documents, which have helped to decrease production time
- Successfully organised end of year staff function

### **DIGITAL MEDIA OFFICER, EVENTS COORDINATOR, GRAPHIC DESIGNER & PHOTOGRAPHER**

#### **May 2015 – present**

*Canberra City Stallions Basketball Club*

#### **Key Responsibilities:**

- Manage, market and organise all events held by the club
- Liaise with caterers and local Canberra businesses via phone calls and emails for upcoming events
- Coordinate venue bookings
- Coordinate invitations
- Style and decorate the clubs annual gala night
- Assist with sourcing raffle ticket prizes for the clubs annual Gala Night
- Plan and organise all upcoming committee meetings

- Assist with sourcing sponsorship for the club
- Take minutes and prepare agendas for committee meetings
- Photograph all events and athletes for promotional use
- Manage market day stalls at the University of Canberra to promote the club
- Manage the club's social media pages including Instagram, Facebook, Snapchat, Twitter and Pinterest
- Design social media images such as Instagram tiles, and Facebook cover photos promoting the club and its events
- Create and edit content for social media posts
- Carry out execution of social media strategies and promotions (e.g. Paid Facebook promotions) from start to finish (strategy, execution and reporting)
- Update the clubs website
- Design flyers and posters promoting club events
- Design and update the clubs sponsorship package

#### **Key Achievements:**

- Successfully organised and managed the clubs first 3 Gala Nights within a short period of time and with over 100 people attending
- Increased the amount of players who attended the trials through advertisements
- Designed promotional flyers that were distributed to all children in all inner north Canberra primary schools
- Established trusting relationships with local Canberra businesses
- Received many donations that were used for fundraising purposes
- Successfully contributed to the promotion of the Basketball club

### **INTERN | Feb 2017 – April 2017**

#### *Basketball ACT*

#### **Key Responsibilities:**

- Design posters promoting the 2017 Capitals Academy and Gunners SEABL membership
- Design Capitals Academy and Canberra Gunners home schedule posters for stadium use
- Assist in event photography
- Re-brand premier 1 competition logo
- Design 'match preview' booklet for SEABL members
- Design premier 1 results template for social media use
- Design Basketball ACT sponsorship proposal flyer
- *Designed a poster advertising for a national anthem game day singer*

#### **Key Achievements:**

- Designed promotional posters for Canberra Capitals and Gunners that were placed around the Belconnen and Tuggeranong basketball stadiums, used on Basketball ACT's Facebook page, and sent to all basketball ACT members through an online newsletter
- Successfully assisted in advertising events and increasing the number of people attending games

### **INTERN | July 2016**

#### *The Mark Agency*

#### **Key Responsibilities:**

- Design promotional Facebook and Instagram images for local restaurants and bars in Canberra
- Edit text and layouts for food and beverage menus
- Edit photos for promotional use on websites and social media pages
- Assist in photo shoots at QT Canberra

#### **Key Achievements:**

- Clients used my work for marketing purposes
- Images I edited were used on a clients website

# EMPLOYMENT HISTORY

## **Administrative Officer | Nov 2017 – present**

*Allstar Electrical Services*

Monitor and record expenditures in MYOB, manage office stock, organise company records, maintain and update company files, organise end of year function for all employees.

## **Senior Casual | 2013 - present**

### **Manager in Training | 2017**

*Cotton On Canberra Centre & Belconnen*

Lead, manage and develop all team members, provide outstanding customer service, respond to phone calls, drive and process sales, assist with visual merchandising, process start and end of day procedures, achieve store targets.

## **Graphic Designer/ Owner | present**

*Zi The Creative Co (Digital prints, event signage and invitations)*

Design and sell digital prints, event signage and invitations, manage social media accounts, manage Etsy page, advertise products on social media platforms.

## **Hairdressing Assistant / Receptionist | 2012 - 2013**

*Supercuts Hair Salon (Canberra Centre)*

Efficient customer service, manage appointments, cash handling.

## **Basketball Coach | 2011 - 2012**

*Daramalan College & Rosary Primary School*

Assist in various tournaments as a coach, and teach children basketball skills.

## **Hairdressing Assistant / Receptionist | 2008 - 2011**

*Giorgio's Hair and Beauty*

Responsive customer service, manage appointments, cash handling.

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## ONLINE PORTFOLIO:

<http://franceszorzi.wixsite.com/graphicdesign>

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## GRAPHIC DESIGN SKILLS

- InDesign
- Illustrator
- Photoshop
- Publication Design
- Packaging Design
- Logo Design
- Brand Identity
- Flyer Design
- Signage Design
- Typography Skills
- Poster Design
- Magazine Design
- Mock Ups

- Basic Web Development

## ADDITIONAL SKILLS

- Photography
- Microsoft Office Suite
- MYOB
- Oral and written communication Skills
- Advertising
- Collaborative teamwork
- Attention to detail
- Thinking creatively
- Customer Service
- A pleasant, confident telephone manner

## ACHIEVEMENTS

- Started my own business – Zi The Creative Co (2018)
- Graphic Designer for the Canberra City Stallions Basketball Club (2015 - 2018)
- Graphic Design Internships (2016/ 2017)
- Awarded Summer of Stir \$500 grant (2016)
- Cotton On Home Brand Ambassador (2016)
- ACT Representative for Basketball (2006 - 2010)
- Student Representative Council (2009, 2010)

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## PROFESSIONAL ACCREDICATION & REGISTRATION

### **Working with Vulnerable People Registration (renewing)**

Registration no. 0000008763

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## REFEREES

### **Joshua Strehar**

**Contact Number:** 0405 222 913

**Relationship to applicant:** Vice President - Canberra City Stallions Basketball Club

**Duration of relationship:** 2014 – Present

### **Jacob Gooden**

**Contact Number:** 0423 658 608

**Relationship to applicant:** Manager - Cotton On Canberra Centre

**Duration of relationship:** 2018 - Present