

SHANA SCHULTZ

GRAPHIC DESIGN & COMMUNICATIONS

ABOUT

Graphic design and publishing professional with thirteen years of experience in publishing, including ten years in the higher education sector.

Graphic design, project management, people mentoring, print, web administration and socials.

SOFTWARE

InDesign	<div><div></div></div>
Photoshop	<div><div></div></div>
Illustrator	<div><div></div></div>
Acrobat	<div><div></div></div>
Dreamweaver	<div><div></div></div>
Microsoft Office 365	<div><div></div></div>
Content Management	<div><div></div></div>
Mailchimp	<div><div></div></div>
Video Editing (iMovie)	<div><div></div></div>

SKILLS

Graphics and publication design,
Project management, People mentoring,
Print production, Web admin & social media,
Proofing & sub-editing.

EDUCATION

Latrobe College of Art & Design, 2011
Certificate of Graphic Design

High Distinction achieved in all subject areas

London Metropolitan University, 2002 - 2006
BSc (Hons) Human Nutrition & Dietetics

CONTACT

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WORK HISTORY

June 2012 - Present

RMIT University Student Union (RUSU)

Publications & Communications Officer

Graphic design, publications, brand management, project management, people mentoring, web and social media admin, print sourcing and liaison, stakeholder management.

January 2011 - May 2016

Freelance Graphic Design

Freelance Graphic Designer and Finished Artist

Graphic design engagements, both through self-sourcing clients and by obtaining work through Artisan Recruitment, Prahran.

January 2009 - December 2010

University of London

Production Editor, International Programmes

Graphic design, publication design and production, typesetting services, long documents and study guides, web admin.

July 2007 - December 2008

Practical Law Company (Thomson Reuters)

Production Editor, Cross-border Department

Graphic design, publication production, typesetting services, print sourcing and liaison, web admin, CD production using HTML, staff training and mentoring.

REFERENCES

Patrick Adams

Publications & Communications Officer, RUSU
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Renee Thompson

Queer Marriage Celebrant and founder of Tomboy
Ex-Activities Officer, RUSU
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Danielle Mengel

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Ex-Governance & Development Officer, RUSU
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