

# Kirsten Duncan

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graphic design



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I aim to constantly challenge myself to learn new skills, seek diverse inspiration and produce high quality creative works, building strong partnerships with clients and colleagues, regardless of the work setting or subject matter.





## Professional Skills

### Creativity and design

- Graphic design of print and web-based material including: quote and proposal preparation; concept development from research to pre-press including hand illustration, photography and computer-based artwork and layout; production management; client relationship development; associated administration and finance; studio operations
- System analysis, problem solving, adapting and improving objects and processes
- Fashion and textile design and production including couture wedding gowns, illustration by hand in various mediums, silk-screen printing, conceiving, designing and making anything in fabric

### Management and leadership

- Developed in government, corporate and military environments, including:
- Multi-tasking, delegation, decision-making, prioritisation
- Personnel management and performance counselling
- Training program development and implementation
- Workplace relations and OH&S policy interpretation and implementation

### Communication and administration

- Strong verbal and written communication and client liaison skills
- Research, data analysis and report writing, policy development
- Committee agenda and briefing papers, minutes of meetings
- Ministerial and other document preparation and editing
- Project administration and contract management, travel & diary bookings

### Computer

- Proficient with Creative Suite 5 Illustrator, Photoshop, InDesign, Acrobat, Distiller, Bridge, Fontographer
- Competence in website development and management, using HTML, Flash, Dreamweaver, FTP software, cPanel, CSS
- Some experience with motion graphics, video and sound editing in Soundtrack Pro, Garage Band, Motion, Final Cut Pro
- Proficient with Microsoft Word, Excel, Powerpoint, Outlook, familiar with MYOB
- Experience in providing software training and assistance for superiors and colleagues
- Comfortable on both PC and Mac platforms
- Ability to learn new software quickly and initiative in solving technical issues

## Education, Awards & Memberships

(most recent first, reflecting relevance, academic transcripts available upon request)

### Advanced Diploma of Graphic Design

Dec 2009, with Distinction, awarded for "outstanding academic & design performance"

Canberra Institute of Technology, Reid Campus

### Australian Graphic Design Association

Member, since Nov 2008

### Commendation for road safety poster

Nov 2008

NRMA ACT Road Safety Trust

### Advanced Diploma of Fashion Design

Dec 2001, with Distinction

Sydney Institute of Technology (TAFE NSW), East Sydney Campus

### Associate Diploma of Management

May 1997

Royal Australian Navy

### Diploma of Maritime Studies

May 1997, 4500 hours at sea, over 50,000 nautical miles steamed

Royal Australian Navy

### Bachelor of Science

Dec 1994, majoring in chemistry

University of New South Wales, Australian Defence Force Academy

### Tertiary Entrance Rank 97.59

Dec 1991

Lake Ginninderra College, Canberra



## Graphic Design Industry Experience

### Freelance Graphic Designer

#### Shrub Creative

ABN: 17 266 535 698

since Jul 2007

- Generate new business and develop good ongoing client relationships through professional behaviour, in-person contact, and high quality aural, oral and written communications
- Manage job administration and finance including developing in-house processes and documentation, business stationery and forms, preparing accurate quotes and proposals, timely invoicing and banking
- Creative design through client consultation, research, brainstorming, concept development, artwork development including hand illustration, photography and computer-based artwork and layout
- Production of print and web-based material including logo/identity design, concert posters, government publications incorporating infographics, advertising material and websites
- Managing print production through building good working relationship with local printers

### Assistant Graphic Designer

#### Papercut

Jul - Sep 2008

- Produce print and web-based material to client requirements including concept development, photo editing, artwork and layout development to pre-press, particularly subcontracted sole carriage of 48pp booklet for Early Childhood Australia, phone calls to update client database

### Assistant Graphic Designer

#### Coordinate Communication

Jan - Feb 2008

- Observe and participate in studio processes and practices including in-house creative and workflow meetings, electronic file management, client relations
- Produce print and web-based material to client requirements including concept development, client meetings, artwork and layout development to pre-press, proof-reading and editing, working within given timeframes

### Interstate Committee Member

#### AGIdeas Conferences

2008 & 2009

- Promote AGIdeas Conferences to CIT design students and faculty
- Participate in running AGIdeas Conference
- Delegate at 2007 conference

## Community Involvement & Interests

### The Resonants vocal ensemble

- Singer, since Jul 2002
- Committee Member and Website Manager, Aug 2003 – Jan 2008
- Graphic Designer, since Nov 2006
- Choir won ACT State Final of 2006 ABC Classic FM Choir of the Year competition in live national radio broadcast concert, has recorded 4 CDs, makes regular public performances and donates proceeds annually to charity of choice, in particular The Resonants organised a collaborative concert in 2005 raising \$7000 in aid of the Indonesian Tsunami appeal

### Christ Church of St Laurence

- Chorister, Jun 1999 – Apr 2002
- Charity Fashion Parade Manager, Nov 2000

### Sydney Children's Hospital

Ward volunteer, Apr – Jul 2001

### Sydney Society of Recorder Players

- Member, Jul 1996 – Dec 2001
- Musical Program Coordinator, Treasurer, 1999

### Sydney Olympic Games

Support staff for Lindemans Hospitality Program, Sep – Oct 2000

**Photography:** of family & for graphic design

**Parenting:** of two daughters

**Fashion:** award-winning design and construction of demi-couture garments for private clients under my own label

**Fitness:** swimming, walking and gardening



## Current and Previous Employment

### Infographics Adviser

#### Department of the Prime Minister and Cabinet

*Strategy and Delivery Division*  
APS Level 5, since May 2009

- Production support services for policy teams, including creation of infographics for presentations, editing, proofreading and quality control of powerpoint slides, final production to meet tight deadlines
- Develop visual communications concepts and collaborate with policy teams to develop high quality policy briefing materials intended for the Prime Minister, assist other divisions and departments with communications materials
- Contribute to development of divisional style guide, research requirements for electronic document accessibility

### Policy Officer

#### Department of Agriculture, Fisheries and Forestry

*Food Integrity Systems, Food & Agriculture Division*

DPIE Band 2 Level 5  
Jan – Oct 2004

Acting DPIE Band 2 Level 6(A)  
Oct 2004 – Feb 2005

*Future Policy, Natural Resource Management Division*

DPIE Band 2 Level 6(A)  
Feb – Nov 2005,  
Nov 2006 – Feb 2007

- Research, analyse, develop and review policy proposals for natural resource management and food safety auditor competency
- Prepare correspondence, reports and submissions to the Minister, departmental officials and policy committees
- Consult with other branches, departments, state agencies, industry and community representatives on policy-related issues
- Develop communications strategy for outcomes of project work, including editing and publishing consultant's report and development of associated publicity material
- Organise logistics and provide secretariat services for large interstate meetings including preparing meeting papers, communicating with members, coordinating event, arranging travel and finances
- Draft and manage consultant contracts and tenders, process financial documents and contribute to section budget preparation
- Completed two month secondment to Ministerial Writing Unit, coordinating correspondence workflow for Division, providing feedback to branch heads and managers

### Executive and Research Assistant

#### Centre for International Economics

May 2002 – Dec 2003

- Project research and preparation of client reports and publications including drafting, editing, graphic development and production, and managing outsourced design and print production
- Project administration and monitoring, travel bookings, business accounting in MYOB and liaison with clients and sub-contractors
- Initiated and conducted review and upgrade of project administration system, including training staff in new system

### Personal Assistant

#### JP Morgan Investment Banking

Oct 1999 – Apr 2002

- Preparation of documents including correspondence, information memoranda, powerpoint presentations, roadshow schedules, conference information packs, prospectuses, ASX briefing sheets
- PA services including conference support, travel arrangements, diary and address book management, filing, general office administration

### Design Room Assistant

#### Tea Rose (Fashion)

Dec 1999 – Jun 2000

- Garment pattern alterations and size grading
- Sample garment layout, cutting, construction and hand finishing
- Fabrics stocktake and general assistance including at catwalk parades

### Seaman Officer (Executive Branch)

#### Royal Australian Navy

Jan 1992 – Apr 1999

Rank on exit: Lieutenant

Onboard HMAS MELBOURNE (Guided-Missile Frigate 05):

- Navigation, ship-handling, warfare, personnel safety, management and training of bridge staff, liaison with all ship departments
- Additional duties including Trust Fund Treasurer, Divisional Officer (personnel and career management), Good Working Relationships Facilitator (workplace relations), Security Officer (classified publications, correspondence and personnel security), Demolitions Officer and Nuclear, Biological, Chemical Defence Instructor (training of personnel in explosives handling, firefighting, flood and combat damage control)