



MOLLY BLACK

40-42 Kelly St.  
Nelly Bay, QLD  
0484 292 248

molly@mollyblack.com.au  
www.mollyblack.com.au

## Summary

I am an adaptable and results-oriented individual with exceptional communication skills and work ethic. As a recent graduate, along with my previous experience, I am eager to learn and develop my skills in the industry. I am looking for a design-related job where I can grow personally and professionally.

## Education

**Diploma of Graphic Design** **June 2020**  
TAFE NSW

**Diploma of Advertising** **June 2012**  
Mohawk College

## Experience

**Freelance** **3/2015 - Present**

Australia and Canada  
GRAPHIC DESIGN

- Communicated with clients to understand their design needs.
- Developed artwork and layout for flyers, menus, posters, advertising, websites, and other design collateral.
- Conducted brand and marketing research for clients.
- Created sophisticated design solutions for design projects of various sizes.
- Used Adobe software on a daily basis.

**Serenity** **8/2019 - Present**

16 Yule St.  
Picnic Bay, QLD  
GUEST SERVICES

- Responsible for all aspects of the resort on a daily basis.
- Checking guests in and out, dealt with customer requests and complaints, answered phones and responded to emails.
- Responsible to upkeep of website and advertising elements.
- Upkeep of grounds and general cleanliness of the resort.
- Some account keeping responsibilities and MYOB management.

**Picnic Bay Hotel** **9/2017 - 8/2019**

1/1 The Esplanade  
Picnic Bay, QLD  
SERVER

- Trusted to open the restaurant daily.
- Took food and drink orders, cleared, cleaned, and reset tables, brought food and drink orders to tables.
- Worked at weddings and other formal events.

## Experience

### **Gilligan's Cafe**

**3/2015 - 9/2017**

2-3/5 Bright Ave.  
Arcadia, QLD  
SERVER/COOK

- Trusted to open and close the restaurant daily.
- Took food and drink orders, cleared, cleaned, and reset tables, brought food and drink orders to tables.
- Cooked full menu, including fryers, grill, salads, and desserts.

### **The Banff Centre**

**5/2014 - 6/2015**

107 Tunnel Mountain Dr.  
Banff, AB  
BARTENDER

- Worked as a bartender in the top fine dining restaurant in the Bow Valley area.
- Made cocktails, wine suggestions, and suggestions about local craft beer.
- Had to work efficiently with a team, and on my own.
- Made drinks for several famous Canadians visiting the restaurant.

### **Bow Valley Basics**

**1/2014 - 5/2014**

1500 Railway Ave.  
Canmore, AB  
GRAPHIC DESIGNER'S ASSISTANT

- Assisted customers with their printing, book making, binding, and editing of personal projects.
- Assisted graphic designer with laying out projects for printing using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator.
- Had full responsibility for the maintenance, daily care, stocking, and ordering supplies for several printers and printing centre.
- Obtained a great deal of knowledge about paper types, weight, sizing for specific jobs, coating, and manufacturing process.
- Extremely confident with customer service and questions regarding printing projects or design projects.
- Used several different machines and software used to cut, bind, print, and make various documents.

## Additional Experience

I have additional experience working on freelance projects such as branding, print, and advertising, web, and other design collateral for other small businesses. I also interned at an art studio and was responsible for opening the studio, packaging art for galleries, and using a printing press for several types of printmaking.

## Computer Skills

Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Microsoft Word, Visual One POS, Silverware POS, BVDS Systems, Webflow, and some Adobe XD.