

Cover Letter

To Whom It May Concern:

I would like to take this opportunity to introduce myself, my name is Sandra Barkhuizen and I am a senior graphic designer/web developer. I hold a Bachelor of Arts in Multimedia, which I earned with a distinction and achieved the top fifteen percent academic award whilst living in Australia. I currently have ten years commercial experience in the field of graphic design and website development.

During this time I have proceeded to engage in all areas of web design and development allowing me to acquire a good level of knowledge in all areas of graphic design, web design and development. I am very passionate about the industry, which I consider a good attribute along with being adaptable. I am able to alternate between design, development, print and project management with considerable ease, which allow me to take on board the diverse set of tasks I am given.

I feel I would be a strong candidate for this position as I have come from a strong print and digital background that has covered all areas required for this role. I am fluent in XHTML and CSS. I have 4 years commercial experience in Javascript, PHP, Flash, Actionscript. I have a strong understanding of design principles, typography, colour theory and user experience, which I have adapted from University and my commercial experience. I am proficient in all adobe products including: Adobe Photoshop, Illustrator, Fireworks, Indesign and all Microsoft Office software.

I have been involved in the financial and property sector for the past two years and eight years agency experience previously. I have travelled extensively and have thus been exposed to a diverse set of business environments, cultures and brands. My experiences have taught me that I work most efficiently when in a good team and supplied with challenges.

I am a highly motivated, dedicated and loyal individual with good communication and leadership skills. I am a quick learner and always eager to develop myself both professionally and personally.

I am confident that I would be a great addition to any team looking for someone who is enthusiastic about new challenges and dedicated to maintaining a high standard of work.

I thank you for your time and hope to hear from you soon.

Kind regards,

Sandra Barkhuizen

CURRICULUM VITAE

SANDRA BARKHUIZEN

EXPERIENCE SUMMARY

10 years
using Adobe Photoshop

6 years
using Illustrator

4 years
using Flash and Actionscript

10 years
coding in XHTML

7 years
coding in CSS

4 years
coding in JavaScript

4 years
basic coding in PHP

2 years
using JQuery and AJAX

3 years
using XML

4 years
using DHTML

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TECHNICAL SKILLS

Image-editing software	Photoshop, Image Ready, Fireworks
Drawing software	Illustrator, Corel Draw, Freehand
Page layout software	InDesign, Quark XPress
Development software	Dreamweaver, Flash, Director, ColdFusion
3D Modelling software	Maya
Database software	MySQL
CMS	Joomla, Drupal, Wordpress
Audio software	Audition, Sound Forge, Anvil Studio
Productivity software	Microsoft Office (Word, Excel, Access, PowerPoint)
Software framework	AJAX, JQUERY, ASP.net (basic)
Languages	(X)HTML (hand coded), HTML5, CSS 1 & 2 & 3 (hand coded), Object-oriented JavaScript, ASP (basic), PHP, ActionScript, XML, XSLT, XPATH
Platforms	Mac, Windows, Linux
Disciplines	WAI Guidelines, W3C Web Standards, Cross browser compatibility, Source Control Systems (SVN)

CAREER HISTORY

DNX Marketing (UK) – Nov '10 to Current
Senior Graphic and Web Designer.

In this award winning agency I have had the opportunity to work with some exciting clients including SAP, Cisco, Unilever, and Vodafone. My first project involved designing the Cisco Olympics 2012 design pitch, which won DNX marketing the contract. This achievement led me to be project leader on the design and development of the final website.

Skills uses: Adobe Photoshop, Fireworks, Dreamweaver, SEO, InDesign, Illustrator, DHTML, XHTML, CSS3, Flash, PHP and UI.

Varistic Software Development (UK) – Nov '09 to Sept '10
Senior Graphic and Web Designer.

Within the position I was Project Manager for all graphics, XHTML and CSS ranging from website designs, software user interface and corporate branding. I was required to work on projects from conception to delivery.

One of the most recent projects I have worked on was designing a user interface for one of our web based payment systems that was developed in Java. The skills required for this project were graphic design, XHTML, CSS, Javascript, application administration and configuration on Linux and Windows servers. I also completed a content management tool in PHP

REFERENCE QUOTE

“Sandra was a valued team member and showed a lot of passion and enthusiasm in her work to meet and exceed our client’s expectations”

Varistic Ltd
Chief Executive Officer

for Bespoke HR, a quickly expanding human resources consultancy company.

My roles also comprised of the following:

- Brand guardianship on all accounts
- Managed all graphic design and web development projects
- Graphic designer for customised product screenshots and graphics to be presented to companies
- Hand coded CSS / XHTML to W3C standard
- Created online newsletters and email signatures
- Client liaison with all partners and clients. Client Facing.
- Created flash banners and elements for websites
- Adding features to websites using PHP, MYSQL and JavaScript
- Maintaining all existing websites
- Offering creative support to the company
- Worked on all print media (Indesign and Photoshop), corporate identity (Illustrator) and brochures (Indesign)
- De-buged existing sites for SEO and browser issues
- Corporate branding for Varistic corporate branding including stationary
- Ability to work on own initiative, or as part of a team.
- Keeping track of time spent on client projects
- Unique styling and implementation of ecommerce platforms

Skills uses: Adobe Photoshop, Fireworks, Dreamweaver, SEO, InDesign, Illustrator, DHTML, XHTML, CSS3, Javascript, JQUERY, AJAX, SQL, PHP, XML, Flash, UI and ActionScripting 3.

Berkeley Group (UK) – May '09 to Oct '09

Senior Graphic and Web Designer.

Within this position I assisted the creative manager in all of the companies corporate web projects. One of the projects I designed from conception to delivery was for woodberrypark.co.uk. The technologies used were XHTML, CSS, Coldfusion and Flash AS3.

I also took lead on many of the flash animated banners, flash interactive maps and video integration.

I was lead designer and developer for all email campaigns using table based HTML and ensured that campaigns would display correctly in all email clients and web based applications.

Skills uses: Adobe Photoshop, Fireworks, SEO, Dreamweaver, Illustrator, DHTML, XHTML, CSS, Javascript, JQUERY, SQL, XML, Flash, UI, ActionScripting 3 and Coldfusion Content Management Systems.

Maxitec Internet Services (South Africa) – Aug '08 to Mar '09

Production Manager of Graphics and Web Design.

Within the following position I managed employment education for staff members in best web design practice including graphic design, XHTML and CSS. I worked on new and existing website design projects including the Overstrand Municipality Website (www.overstrand.gov.za). My roles

REFERENCE QUOTE

“Sandra is a talented and resourceful designer. I have noticed that when she is faced with a problem, she doesn't rely on others to solve it for her. She takes the initiative to find a way forward. Perhaps that is why she often finds herself in leadership positions on project teams.”

Central Queensland University
Senior Lecturer, Faculty of
Arts, Humanities and
Education

comprised of the following:

- Managed all graphic design and web development projects
- Training staff members on Drupal, Joomla, XHTML and CSS projects
- Graphic designer for customised product screenshots and graphics to be presented to companies
- Hand coded CSS / XHTML to W3C standard
- Created online newsletters and email signatures
- Client liaison with existing and new clients
- Created flash banners and elements for websites
- Joomla (CMS) Developments and Joomla template creations
- Adding features to websites using PHP, MYSQL and JavaScript
- Maintaining all existing websites
- Offering creative support to the company
- Worked on all print media (Indesign and Photoshop), corporate identity (Illustrator) and brochures (Indesign)
- De-buged existing sites for SEO and browser issues
- Keeping track of time spent on client projects
- Unique styling and implementation of ecommerce platforms

Skills uses: Adobe Photoshop, Quark, Fireworks, Dreamweaver, SEO, InDesign, Illustrator, DHTML, XHTML, CSS, Javascript, Flash, UI, ActionScripting 3, Wordpress, Joomla and MySQL.

Mock Orange (Australia) – Jan '06 to Mar '08
Senior Graphic and Web Designer.

In the following position I was required to assist the creative director with all graphic design jobs and web development projects. My roles comprised of the following:

- Graphic designer for customised product screenshots and graphics to be presented to companies
- Hand coded CSS / XHTML to W3C standard
- Created online newsletters and email signatures
- Client liaison with existing and new clients
- Responsible for some photography
- Adding features to site using PHP, MYSQL and JavaScript
- Maintaining all existing websites
- Offering creative support to the company
- Worked on print media (Indesign and Photoshop), corporate identity (Illustrator) and brochures (Indesign)
- Keeping track of time spent on client projects.
- Unique styling and implementation of ecommerce platforms

Skills uses: Adobe Photoshop, Quark, Fireworks, InDesign, Illustrator, Dreamweaver, Typography, Illustrator, Photography, DHTML, XHTML, CSS, Javascript, PHP, Flash, ActionScripting, MySQL and SEO.

Inxcom (South Africa) – Mar '03 to May '05
Project Manager and Senior Graphic and Web Designer.

I began in the following position as a graphic designer and HTML developer. I was later awarded manager of my department for HTML and

ACHIEVEMENTS

“Golden Key International Society. Top 15% academic achievement at Central Queensland University.”

Central Queensland University
Chapter President

CSS. I was chosen to represent South Africa in a Samsung content management training seminar. Once I received training I was required to train the remaining part of our development team.

My roles comprised of the following:

- Creative direction and lead design for many international clients
- Client liaison with new and existing customers
- Team leader for HTML and CSS department
- Image editing and compression

Skills uses: Adobe Photoshop, Freehand, HTML, CSS, Typography, Javascript, basic PHP, Flash and CMS.

Tractor Productions (South Africa) – Oct '01 to Feb '03
Graphic and Web Designer.

Worked on many web design projects and corporate identity projects. Creative direction and lead design on assigned web design projects. Image editing and compression.

Skills uses: Adobe Photoshop, Freehand, Typography, Javascript, Flash and CMS.

Web Media (South Africa) – Dec '00 to June '01
Graphic and Web Designer.

In the following position I was required to be the apprentice to the creative director. I was awarded the role for having the highest mark in my class. I was assigned to work on brochure layouts and corporate identity projects, including letterheads, business cards and complementary slips. Assisted the HTML developer in image optimisation and template designs.

Skills uses: Adobe Photoshop, Freehand, Typography and HTML.

EDUCATION

BA Multimedia Studies (Distinction) - Jul '05 to May '08
Central Queensland University, Australia

Comprehensive Web Design Using Flash MX – Sep '02
City Varsity, Cape Town, South Africa

Comprehensive Web Authoring – Nov '00
Hirt & Carter, Cape Town, South Africa

Desktop Publishing Operator – Aug '00
Hirt & Carter, Cape Town, South Africa

National Senior Certificate, Art (Equivalent to A-Levels) – Sep '98
Cape College, Cape Town, South Africa

ACHIEVEMENTS

Golden Key International Society. Top 15% academic achievement at Central Queensland University.

LANGUAGES

English, Afrikaans.

INTERESTS

Along with an enthusiastic interest in the New Media industry, my attentions also lies in Digital photography, 3D modelling, traveling, reading, animation and architecture.

REFERENCES

Available on request.