

CONTACT DETAILS

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PERSONAL PROFILE

To develop my career as Junior Graphic Designer and further develop my creative and technical skills to produce high-impact and innovative design solutions.

SOFTWARE SKILLS

- Adobe Photoshop (Advance)
- Illustrator (Advance)
- InDesign (Intermediate)
- Sketch (Intermediate)
- Word Press
- MS Excel
- MS Word
- MS PowerPoint
- Invision
- Zeplin
- Dental 4 windows
- Ultimo program

SAEIDEH BAGHBAN

Graphic Designer



EDUCATION

Foundation Education

Certificate III of Dental Assistant (Including First Aid) Jan 2015- 2016

Soore Art College - Iran, Esfahan

Advanced Graphic Diploma, 2011-2012

- Work shop
- Indoor Photography
- Painting
- Basic Digital Printing

Qods Art College- Iran, Esfahan

Graphic Diploma, 2009-2011

- Art Work shop
- Photography
- Technical Line Drawings
- Graphic Design
- Hand Printing Workshop
- Hand Painting
- Digital Design
- Fine Art
- colour consultant
- Hand Painting



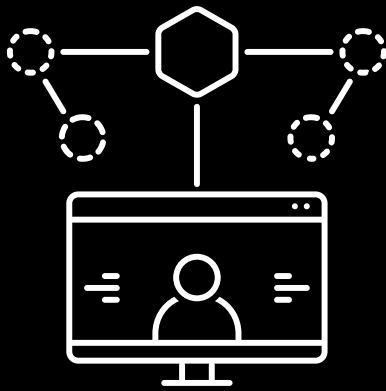
PROFESSIONAL EXPERIENCE

Marketing Coordinator

*Parisi Bathware Company, Silverwater
September 2018- September 2019*

Responsibilities included:

- Working alongside design team to create specification documentation and technical line drawings for presentation and marketing purposes
- Assisting in the design and production of all business marketing collateral such as brochures, newsletters, banners, flyers, print and digital advertising
- Design and production of PowerPoint presentations and pitch material
- Providing regular reports to project leads on workflow and budget
- Responsible or the creation of written and visual content for the company websites (current and under process)
- Assisting and collaborating with team to ensure projects are delivered on time and to budget
- Art direction and photography of products for marketing purposes
- Retouching, editing and print management for product photography



PROFESSIONAL SKILLS

- Highly creative and collaborative design practitioner.
- Well versed in the delivery of high impact campaigns in a fast-paced, timeline driven environment .
- Adaptative and able to master new software and processes quickly and efficiently .
- Highly analytical, motivated and personable team player with ambition to expand knowledge and abilities at every opportunity.
- Self-motivated with a high level of organisation and time management skills .
- Strong communications skills in both oral and written English as well as excellent presentation skills. I am able to communicate ideas and solutions quickly and efficiently through verbal and visual means when working with clients.

Freelancer - Marketing Coordinator

Foodie App (Strat up)

February 2019 - March 2019, Sydney

Responsibilities included:

- Prototyping and concept testing
- Market research
- Searching for business development
- Assisting with social media advertising
- Assisting in app's graphic design and user interface design

Freelancer - Junior Graphic Designer

Machinery Specialist, Sydney

January 2019

Responsibilities include:

- Assisting in planing the catalouge
- Assembling the assets
- Prototyping and sketch ideation of client concepts
- Design and production of the catalog

Dental Assistant / Receptionist

Gum Doctors, Sydney

June 2017- Septembre 2018

Responsibilities include:

- Communicate with patients - keep track of appointments on both electronic and paper records.
- Processing of payments - explaining the cost and procedure to customers whilst working with Hicaps and Efpos.
- Maintaining patients record on paper and electronic database
- Assisting in perio surgery and implant surgery
- Assisting in daily perio dental checkups
- General administration tasks such as printing, faxing, photocopying and scanning
- storing/filing & sending forms

Freelancer - Junior Graphic Designer

Itech Pioneer, Sydney

March 2017- June 2017

Responsibilities include:

- Assisting the Senior Graphic Designer in the creation of IOS and Android mobile applications
- Design and production for the user interface of Loop and Green room mobile applications
- weekly meeting and daily stand up and offering solutions in project reviews
- Providing weekly summary for Senior Designer
- Collaborate and effectively communicate with team members and developers via face to face or SLACK to solve design problems. and consolidate workflow

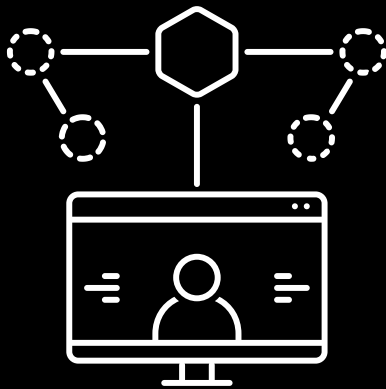
Junior Graphic Designer -Internship

MIT, North Sydney

January 2017- March 2017

Responsibilities include:

- Assisting the Senior Graphic Designer in the creation of branding, sales and marketing collateral for clients in a range of industries
- Liaise with clients to discuss their requirements - and help to resolve any issues related to the work produced
- Ensuring all artwork produced met the needs, requirements and brand values of each client.
- Attend regular training events and courses to further my knowledge and expertise
- Assisting in the creation of digital design work, including wireframes and UI/UX for mobile applications
- Help to produce internal sales and marketing material



INTERESTS

- Photography- I love to explore the world and capture the moment.
- Making hand crafted leather bags- I have my own brand, and I make hand crafted leather bags on the request.

LANGUAGES

English, Farsi

Professional references provided upon request

Dental Assistant/ Receptionist

No Gaps Dental, Chatswood

Oct 2015 - Feb 2017

Responsibilities include:

- General dentist assistant
- Customer service including reception, invoicing and payments.
- Making appointments and keeping track of scheduled appointments

Dental Assistant Work Placement

Cosmopolitan Dental Centre, Newcastle

July 2015 - August 2015

Responsibilities include:

- Assisting team in customer services
- Assisting in dental procedure
- Learning how to be productive and dedicated team member

Customer Service

Classic Hand Carwash, Islington

Jan 2015 - Sep 2015

Responsibilities include:

- Attract potential customers by offering the service; suggesting information about other services
- Maintaining customer records by updating account information
- Resolve product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem
- Maintaining financial accounts by processing customer adjustments
- Recommend potential services to management by collecting customer information and analyzing customer needs
- Preparing service reports by collecting and analysing customer information
- Contributes to team effort by accomplishing related results as needed

Kitchen staff

High Tea Garden, Chatswood

Aug 2013 - Nov 2014

Responsibilities include:

- Customer services tasks such as, payments, ordering and staffing
- Assisting cafe in daily routine set-up from opening to closing
- Providing the best services to customer

Freelancer Photographer

Iran, Esfahan

July 2012 - Nov 2013

Responsibilities include:

- Art direction and photography for portraits, family photos, weddings, maternity and special events
- Photo editing and post production using Photoshop