



VICTORIA WARD

0432 744 313  
victoriaward1991@gmail.com

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## EMPLOYMENT HISTORY

MAR 2017 - DEC 2019

Workshop/Production Manager, Volker Haug Studio  
Brunswick East VIC

- I led the production team to ensure orders were correctly completed and delivered on time, managed staffing schedules, controlled stock levels and ordering, liaised with suppliers (local and international) and skilled artisans, communicated with clients on orders & delivery times, organised freight despatch, helped implement new system to produce higher productivity and efficiency and worked with the design team on custom order requirements.

JAN 2016 - MAR 2017

Sales/Lighting Consultant & Account Customer Manager,  
Southside Lighting Fyshwick ACT

- I worked one on one with clients to design lighting plans which included recommending appropriate products, presentation packages, quoting & working to budgets. I also managed the business's account customers, worked on the floor in retail sales, completed warehouse duties such as invoicing, assigning customer orders and deliveries.

Construction Team, Boy & Girl Co  
Queanbeyan NSW

- I assisted the production team in preparing building materials, using hand & power tools, working to technical drawings to build customer orders (furniture), deliveries, provided assistance on designs and helped update the business website.

JUN 2015 - JAN 2016

Interior Design Assistant  
Bella Vie Interiors Hughes ACT

- I worked closely with the director/ head interior designer to create concepts for new projects, select furniture and furnishings options, produce technical & construction drawings, attend site visits, help prepare for photoshoots, complete hand rendered illustrations for client presentations, as well as administrative tasks.

2013 - 2015

Sales Consultant, Purchasing Officer & Account Customer  
Manager, Southside Lighting Fyshwick ACT

- I assisted the lighting consultant in product selections and prepared presentation materials, worked in customer service, completed all the store's purchasing, serviced account customers, assisted in warehousing duties and merchandise display.

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## EDUCATION

- 2017 - Textile & Surface Pattern Design Course  
Surface 1°22, Carlton Melbourne
  - 2016 - 'Let There Be Light' Desk Lamp Woodworking Short Course  
Centre for Continuing Education, Australian National University
  - 2014-2015 - 'Fine Woodworking' Short Course  
Centre for Continuing Education, Australian National University
  - 2014 - Certificate IV in Small Business Management  
Canberra Institute of Technology
  - 2010-2013 - Bachelor of Design, specialising in Interior Design  
Whitehouse Institute of Design, Surry Hills
  - 2008 - Higher School Certificate - Dux of Year 12  
The Canobolas Rural Technology High School, Orange
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## SKILLS

- Sales Experience & Customer Service
  - Cash Handling & End of Day Cash Up
  - Managing Staff and Project Timelines/Deadlines
  - Communicating with suppliers and trades people
  - Working closely with clients on ongoing projects
  - Purchasing & Invoicing
  - Warehousing Duties
  - Stock Management & Ordering
  - CAD - SketchUp & Archicad
  - Management Software - Trello, Wunderlist
  - Microsoft Word, Powerpoint & Excel
  - Adobe Photoshop & Illustrator
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## REFEREES

Volker Haug  
Director of Volker Haug Studio  
(W) 03 9387 1803  
(M) 0405 846 813

Michele Tidy  
Former Manager of Matt Blatt Furniture, Fyshwick  
(M) 0428 632 296