



Curriculum Vitae

Mobile: 0434368035
Email: veesilva@gmail.com
Web: www.selvaen.com
vsilva.deviantart.com
albyon.deviantart.com

Maria Veronica Silva

161 Long Road
Eagle Heights QLD 4271
Australia

Education

Tertiary Education

2005 – 2007	Bachelor of Communication Design	James Cook University, Townsville
2004	Certificate III, Visual Arts and Contemporary Crafts	TAFE, Moreton Bay (QLD)
2000	Certificate II, Computer Applications for the Office	TAFE, Northern Beaches (NSW)

Secondary Education

1992-1998	Higher School Certificate, NSW	Mater Maria College
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Awards and Academic Achievements

Artwork displayed at Perc Tucker Regional Gallery, Townsville
Membership with Golden Key International Honours Society
Third place in LiNQ Magazine front cover competition
Year 12 Major Art Work entered into Art Express – Manly (NSW)
First Place award in High School Art subject
Sydney Morning Herald Plain English Speaking competition participant
Art of Communication course (toast masters)

Employment History

2005 – 2007

Araucania - Part time work/holiday work in family owned clothing boutique.

Duties:

Store Person/Cashier

Opening and closing the store, cleaning, money handling, advising clients on clothing, labels, fittings and styles.

2005 – Ongoing

Commissioned Artwork/Designs

Duties:

Freelance/Commissions

Creating designs for signs, posters, letterheads etc Paintings, commissioned portraits, designs, illustrations.

2001 – 2002

Maddison Group (NSW)

Accounting, Financial Services and Home Loans

Duties:

Receptionist

Filing, invoicing, phones, faxing, letter writing/typing, data entry, spreadsheets, MYOB, mail, client reception and general office duties.

1998 – 2002

TPS Cleaning Services (NSW)

Duties:

Office All-rounder/Part-Time Cleaner

Invoicing, data entry, letter writing/typing, mail, cleaning.

2000 – 2001

Kidz Splitz Dee Why (NSW)

Duties:

Waitress/All-Rounder

Waitressing, cleaning, general kitchen duties, registers, cleaning equipment, occasional party hosting for children, coffee making, food preparation, opening/closing the store.

1998

Big W - Warringah Mall (NSW)

Duties:

Registers/ Floor Staff Casual

Customer support, organisation of shelves, pricing, cleaning.

(omputer/Technical Skills

Design/Art Related

Software

Adobe Photoshop	Advanced
Adobe Illustrator	Advanced
Adobe ImageReady	Advanced
Adobe InDesign	Intermediate to Advanced
Corel Painter 9 and up	Advanced
Macromedia (Adobe) Dreamweaver	Advanced
Macromedia (Adobe) Flash	Intermediate
Macromedia (Adobe) Freehand	Advanced
Maxon Cinema 4D	Intermediate to Advanced
Final Cut Pro	Intermediate
Microsoft Expression Web	Intermediate

Experience Level

Non-Design Related

Software

Windows 95, 98, 2000, ME, XP, Vista	Advanced
Mac Operating System	Intermediate
Microsoft Word	Advanced
Microsoft Access	Intermediate
Microsoft Excel	Intermediate
Microsoft PowerPoint	Advanced
Microsoft Publisher	Intermediate
Microsoft Front Page	Intermediate to Advanced
HTML	Intermediate to Advanced
MYOB	Beginner to Intermediate
Typing Speeds	Approximately 35 – 40 WPM

Experience Level

Traditional-Media Related

Media

Wet Media (ink, watercolour)	Intermediate to Advanced
Paint Media (acrylics, oils)	Intermediate to Advanced
Dry Media (pencil, charcoal, pastel, etc)	Intermediate to Advanced

Experience Level

Referees

Academic, Professional and Personal

Name	Occupation	Contact
Sandra Wernekinck	International Hospitality	07 5529 2426 0772469638 (Africa Mobile) wer40@hotmail.com
Susannah Lathlean	Events Management/ Promotions	0412 789 134
Russel Rankin	Designer/Illustrator/Lecturer - James Cook University	Russ.Rankin@jcu.edu.au 0438 958 508
Catherine Williams	Student/Child carer (housemate)	Catherine.Williams@jcu.edu.au 07 4728 4756
Nathan James	Student	nathan.james@jcu.edu.au

Personal

Interests

Design
Digital Arts
Multimedia (website design, animation, movie production)
Illustration
Concept and character design
Fine and commercial arts
Cycling
Music (piano playing, guitar)
Gaming - PC and Console games; playing, design and concept development
Martial Arts
Reading and research