

TAMARA DE JONG

CORPORATE CURRICULUM VITAE 2019

CONTACT



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EXPERTISE

- Graphic & Web Design
- Business Management & Administration
- Social Media & Print Marketing
- Project Management
- Sales
- Customer Service
- Public Relations
- Showjumping (Equestrian)

SKILLS

Adobe CC Photoshop



Adobe CC InDesign



Adobe CC Illustrator



Microsoft Office Suite



Google Adwords



Sage Pastel Evolution Accounting



PROFILE

Born on 27th August 1994 (24) in Oslo, Norway. LLB Law Graduate. 8+ years of professional graphic design, marketing, general management & business administration experience, 3+ years of sales representative experience. 19+ years equine experience. Dedicated working-athlete. National Equestrian Showjumper. Seeking opportunities with a primary focus on graphic design including web and print marketing, public relations, communications management and business solutions.

WORK EXPERIENCE

MARKETING MANAGER

2016-PRESENT 📍 Harrogate Civil Construction

- Comprehensive sole brand management responsible for all advertising including design and follow-through, budget management, photography, social media marketing, web marketing, design of all stationery, management of the fleet's aesthetics, special event organizing and public relations.
- Design of signage, billboards, flyers, posters, etc. as needed.
- Social Media Marketing: Creation of a Facebook page and creation of page content and advertisements on a weekly basis. Creation and management of other social media accounts i.e. Instagram, LinkedIn and Twitter.
- Web marketing: Design and management of the website; analysis of web traffic, and oversight of online directories.
- Updating of the corporate identity, incl. design of new business cards, letterheads, invoices, stationery, company apparel, etc.
- Management of the fleets' aesthetics: Organizing the painting and branding of all vehicles and scrutinizing the fleets' branding condition.
- All photography, writing, design, editing, and reviewing associated with the above.
- Additional duties incl. management of IT related policies.

GRAPHIC DESIGN DIRECTOR / DESIGNER

2011-2016 📍 Ernst de Jong Academy of Fine Art

- Design of business cards & all Academy stationery, advertisements, exhibition invites, posters, notices, forms, artwork catalogues & books.
- Design of various clientele logos & corporate identities incl. the National emblem of South Africa Showjumping, Burlington Stables, Gallery on 6th & Quintessa Corporate Branding.
- Marketing the Academy & maintaining its online social media presence and creation of the website.
- Compiling, editing & proofreading all Academy documentation such as enrollment forms, notices, invoices & letters.



EDUCATION

Class of 2018
LLB Law Degree
University of South Africa (UNISA)

Class of 2012
Matric
Woodhill College

INTERESTS

- Graphic Design
- Fine Art & Design
- International Relations
- Private International Law
- Equestrian Sport
- Environmental & Animal Conservation
- Teaching
- Travel

SPORT EXPERIENCE

Numerous Awards **South African National Equestrian Showjumper**

2013 - Present **Equestrian Coach**
Self-employed

For more information in this regard please see my equestrian CV.

REFERENCES

Available on request.

WORK EXPERIENCE continued

GENERAL MANAGER

2011-2016 📍 Ernst de Jong Academy of Fine Art

- Maintaining all administration for the Academy's employees & students.
- Landlord duties relating to 5 tenants including attending to maintenance & contractual needs.
- Management of finances & payments including debt, VAT, and TAX control.
- Scheduling appointments & meetings.
- Creation & coordination of several independent and collaborative Academy exhibitions.

2016

- Organized the Ernst de Jong GOLD Celebratory Exhibition at the Dawid Ras Gallery.

2015

- Organized the Eclectic Mix Exhibition at the Alliance Francais de Pretoria Art Gallery & Modern Art Projects at Harrie's Pancakes together with 21 local & international artists. Duties involved sourcing artists, arranging delivery of international artwork, framing & restretching works, marketing the exhibition, hanging both shows, designing of catalogues & artist profiles as well as administering sales.

2014

- Coordinated a collaboration project with the NYC Ballet at Teatro Montecasino incl. hosting the official cocktail party, hanging the art exhibition at two venues & designing aspects of the programme of events for the ballet.

2013

- Designed the catalogue, invitation & poster for the Art Alive Exhibition at Waterkloof House Preparatory School.

SALES REPRESENTATIVE

2013-2016 📍 Starpack Packaging / Hyperception

- Supply of packaging to over 16 Checker's Supermarkets across Gauteng, Limpopo & North West, grossing R400k in sales monthly.
- Weekly supply of packaging & food products to a variety of clientele such as butcheries, restaurants & other wholesalers. incl. Roman's Catering Gauteng & SPAR foods stores.
- Daily personal interaction with client management & receiving personnel.
- Working in Sage Pastel Evolution to create price lists, invoices & handle all account, inventory & product matters.

FREELANCE GRAPHIC DESIGN

2010-PRESENT 📍 Self-employed

- Amastelek Technologies logo and corporate identity
- Leox Rovers logo
- Rackham Veterinary Solutions logo
- Supreme Equine Nutrition logo
- Quintessa Corporate Branding logo
- National emblem of South Africa Showjumping
- Burlington Stables logo and corporate identity
- Gallery on 6th logo and gallery invitation
- Soul Code logo and business card
- SAS Models corporate identity
- Plus various branding, stationery and advertising projects.