



Contact



0 4 3 3 4 4 2 5 6



rebecca.katakouzinou99@gmail.com



@beck_draws__



Rebecca Kat

Education

2021

Completed Certificate in
UX UI Design - Part Time
(Online)
(Academy Xi)

2019

Completed Diploma in
Graphic Design - Full time
(Design Centre Enmore)

2018

Completed Certificate IV in
Graphic Design - Full time
(Design Centre Enmore)

References

1. Peggy Reeve (Head of
Operations ACEL)
Contact: (02) 8396 0804

2. Nalaka Perera (Design and
Communications Manager ACEL)
Contact: (02) 8396 0804

Rebecca Katakouzinou

UX/UI Design // Graphic Design // Art

Portfolio: rebeccakfolio.com

I live and work in Sydney, Australia. I enjoy art, music, video games and letting my creativity. I would make a great candidate for any job because I'm hardworking, open minded, punctual and work well collaboratively and independently.

Skills

- Photoshop
- Indesign
- Illustrator
- Adobe XD
- After Effects
- Figma
- HTML/CSS
- SQL
- IMIS systems
- Microsoft Office Suite
- Mailchimp
- Excellent verbal and written skills
- Creativity and Art skills (see my art account on instagram).
- Attention to detail

Work Experience

2024 (June 2023 - present) **Graphic Designer / Marketing Assistant**
- Australian Restructuring Insolvency and Turnaround Association (ARITA)

Key Responsibilities:

- Created promotional design graphics for events and courses such as conferences, forums and social events for members
- Designed new EDM templates for Mailchimp for all email marketing communications
- Create, manage and schedule all EDMs for marketing
- Created A4 ads for ARITA journal
- Designed cover for new edition of ARITA Member Handbook
- Created other print collateral for marketing (flyers, conference ID badges, letters, etc)
- Good troubleshooting skills using design concepts
- Created IQAs (queries) using IMIS for targeted EDMs
- Scheduled and managed LinkedIn posts
- Liaised with internal and external stakeholders for requirements and submissions of design work
- Basic analysis of Mailchimp and LinkedIn data
- Basic copywriting for LinkedIn posts and EDMs
- Edited elements of the webpages and created new webpages
- Independently handled most design tasks through task management system Asana
- Created presentation templates in Indesign and Powerpoint

2023 (March - May) **Junior Graphic Designer and Client All-Rounder**
- Printforce Sydney

Key Responsibilities:

- Worked with big real estate companies such as Raine & Horne, LJ Hooker, Ray White, etc
- Typeset, liaised (emails and phone calls) and exchanged proofs with clients on a daily basis
- In-depth understanding of print design and print collateral
- Responsibility of a large client base (clients starting from A-K)
- Troubleshooted and problem solved through design concepts on a daily basis
- Liaised with other departments such as Digital (Print department), Signs (Sign Installers) and Sales
- Designed templates for new clients or refreshed the design of old templates for existing clients
- Kept to very strict deadlines

2022 *(April - March 2023)* **Design and Communications Assistant - Australian Council of Educational Leaders (ACEL)**

Key Responsibilities:

- Created promotional web graphics for educational events and webinars (sliders, headers, tiles and backgrounds)
- HTML and CSS web editing (website: <https://www.acele.org.au/>)
- Working collaboratively with other designers
- Edited videos on After Effects and Premier Pro
- Created podcasts from video footage in Adobe Audition
- Creating and editing EDMs on Higher Logic (EDM software)
- Copywriting for social media posts
- Meeting deadlines and keeping up with workload
- Liaise with other departments (events, publications, etc)
- Designed other collateral including gift vouchers, brochures, banners and other seasonal promotional material

2021 *(March - May)* **UX UI Designer - RESN (Regional Education Support Network)**

Key Responsibilities:

- Liaised with designers and other departments
- Accomplished personas based on user research
- Conducted and analysed user research
- Put data into empathy and affinity maps
- Meet deadlines
- Collaborated with team members weekly
- Brainstormed ideas

2019 *(February - March)* **Designed a logo for HWK air conditioning and mechanical services**

Key Responsibilities:

- Workshopped ideas with client
- Created multiple mock up logos for the client to choose from
- Understood the brief and satisfied the client
- Discussed different design concepts
- Used Illustrator to create logo

(August 2019 - December 2022) **Part Time Team Member
Officeworks
Bondi Junction**

Key Responsibilities:

- Worked POS system
- Opened and closed the store
- Completed click and collects
- Customer service
- Dealing with difficult customers and problem solving
- Stocked shelves
- Recovered the store
- Counted cash
- Print and copy: printing, scanning, binding, copying, poster prints, photo prints, printing plans and other finishing services