



JAYCEE BURWELL

graphic designer

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BIOGRAPHY

Jaycee is a 36 year old graphic designer and artist who is passionately dedicated about all things design. Creative by nature she explores industry professionalism with honesty and an open mind. Highly organised with the ability to work on multiple projects, Jaycee commits to producing quality work, end results and achievements.

Gaining professional working experience and connections, Jaycee has successfully been injecting solid design industry foundations with both in-house graphic design roles and working remotely with her freelance business, just Little Bird.

With a strong background in business management, she is able to adapt well to new responsibilities and roles and is committed to performing to the best of her ability achieving high quality work and always remaining calm in high pressure and demanding situations while demonstrating effective and efficient problem solving abilities. She acknowledges that personal and professional connections are important to her success as she approaches each individual job with an engaging and open manner elevating clients needs and requirements which are paramount to the success of the works final outcome.

EDUCATION

DIPLOMA IN CREATIVE TECHNOLOGIES

Western Institute of Technology
2013-2014

CERTIFICATE IN CREATIVE TECHNOLOGIES LEVEL 3/4

Western Institute of Technology
2012

EXPERIENCE

2014 - present

GRAPHIC DESIGNER *just Little Bird*

- Design and deliver leading edge marketing collateral
- Providing design material that is fresh, unique, accurate and timely
- Communicating effectively within professional relationships
- Prioritise and self manage work flow to meet job deadlines in a cost effective manner
- Effectively manage systems in a high pressure environment

june 2014 - july 2016

GRAPHIC DESIGNER *Taranaki Arts Festival Trust*

- Develop leading edge design associated with Tropfest New Zealand, Taranaki Arts Festival and TSB Showplace
- Deliver marketing material that is fresh, unique, accurate and timely adhering to style guidelines set out in design briefs
- Communicating effectively with both internal and external key relationships
- Prioritise and self manage work flow to meet job deadlines in a cost effective manner
- Effectively manage systems in a high pressure environment

january - february 2015

PROJECT/ASSISTANT MANAGER *SCANZ water*peace 2015*

- Manage group of international artists, accommodation, logistics and administration for duration of event
- Assist artists with installations
- Co-ordinate WITT facilities ie access to rooms, printers, IT, AV, workshops
- Design and deliver event marketing material that is fresh, unique, accurate and timely
- Updating social media regarding event for duration
- Prioritise and self manage work flow to meet job deadlines in a cost effective manner
- Effectively manage systems in a high pressure environment

SKILLS

- Four years experience within the graphic design, typography, print and web media industry
- Confident in analysing and evaluation of design concepts
- Advanced skills in and across Adobe creative suite design packages
- Strong skills across Microsoft Office packages
- Ability to interpret, understand and develop a design brief
- Demonstrated awareness of creative technologies
- Seven years' experience within the administration management sector
- Excellent ability to work autonomously, collaborate as a team and provide recommendations for high quality work
- Good understanding of print processes
- Very good time management and organisational skills
- Competent computing knowledge and experience
- Effective written, visual and verbal communication abilities
- Pro-active approach to problem solving, high pressure situations and working to tight deadlines