

CARLY BOJADZISKI

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Nationality: Australian

WORK HISTORY (Film & Design)**8 Art City**

Start/End Date: May 2009 (temporary two week assignment)
Job Title: Graphic Designer/ Editor
Key Responsibilities: Working with the PR officer to design an invitation for the Soiree De La Presse event in Monte Carlo. In addition I was to proofread and edit all English translations from French for all correspondence between 8 Art City and the guests.

37° South 2008/2009

Start/End Date: June 2008 to present
Job Title: Graphic Designer
Key Responsibilities: Redesigning all graphics used throughout the four day conference in 2008 and currently for the upcoming 2009 event. The major task each year is to design the program for the four days, however this is alongside other tasks including designing the posters, day passes, banners, follow-up feedback brochure, business card design, web ads, and project profile booklets.

Freelance Graphic Design work

Start/End Date: November 2007 to present
Projects: Branding – Schoolwise Ltd
Business card design – Gidget Management Pty
Wedding stationery design
Rebranding and logo design for Magic Body Spa
CD cover design for musician Mark Nunan
Film poster design – Perceptions, Directed by Mariana Jovic

Sensis, Yellow Pages

Start/End Date: August 2008 to February 2009
Job Title: Online Production Specialist
Key Responsibilities: Design creation & data input of company ads for the yellow pages website.

Feature Film “The Loved Ones” Directed By Sean Byrnes (Production Designer, Robert Webb)

Start/End Date: October 2008 to December 2008
Job Title: Art Department – Art Department Assistant (graphic design/set dressing/props)
Key Responsibilities: Major task was to create the hero prop for the film, the lead character’s scrapbook. I was given sole responsibility for the look and feel of the prop. This led to helping dress the lead character’s room. Additional graphic design for posters and props was also required.

Feature Film “Blessed” Directed By Anna Kokkino (Production Designer, Simon McCutcheon)

Start/End Date: August 2008 to October 2008
Job Title: Art Department – Graphic Artist
Key Responsibilities: Production of graphics including packaging mockups for cigarettes and alcohol, branding for a clothing store, posters and ad hoc labels and signs.

Feature Film “My Year Without Sex” Directed By Sarah Watts (Production Designer, Simon McCutcheon)

Start/End Date: February 2008 to May 2008
Job Title: Art Department – Graphic Artist
Key Responsibilities: Production of all graphics for the film from conception to print, working from pre-production through to post production. This included posters, signage, magazine mock-ups, dvd covers, branding & stationery and any ad hoc labels, or signs needed on set.

Standing There Productions ‘Greatness Thrust Upon Them’

Start/End Date: February 2008
Job Title: Productions Assistant/Auditions Co-ordinator (VOLUNTEER)
Key Responsibilities: Assisting with auditions and generating input into design and branding of the comedy festival play.

‘Directions’ (Short Film by Kasimir Burgess) (www.kasimirburgess.com)

Start/End Date: August 2007
Job Title: Art Department/Unit Assistant/Extra (VOLUNTEER)
Key Responsibilities: Duties on-set assisting Stand-by Props and Set Dresser and working with the Unit department whilst filming on location. I also starred as an Extra.

French Man Films (Filming of ‘Message’ by The Grates) (www.frenchmanfilms.com)

Start/End Date: March 2005
Job Title: Unit Assistant/Caterer (VOLUNTEER)
Key Responsibilities: Helping the on-set Unit department, providing catering and undertaking ad hoc duties for the band, film crew and their PR representatives.

VOLUNTEER WORK/INTERESTS PURSUED

Next Wave Festival (April 2008 to May 2008) (www.nextwave.org.au)

I was one of eight people selected to represent the festival at their media launch as well as be a part of the larger volunteer network throughout the festival, setting up installations and assisting front of house.

The Age Melbourne Fringe Festival (October 2007)

Throughout the festival I worked within the ticketing department and also ushered for performances in the evening.

37 South: Bridging the gap (In conjunction with MIFF) (July 2007)

I was one of five people chosen to take part in a three day marketing event designed to bridge together Australian film producers with potential International and Australian investors/marketing agents. My task was to greet and register all guests and make sure their needs were met throughout the day, as well as undertake ad hoc duties for the day’s procedures as required.

Melbourne International Film Festival (MIFF) (July 2007 & July 2008)

Throughout the festival I was ushering at cinema venues and helping with queries people had about the festival and screening sessions.

Overseas Travel (August 2005 to May 2007)

I lived in Edinburgh for two years and in between work assignments, I was able to travel for weeks or months at a time all over Europe and the UK.

Edinburgh French Film Festival (www.frenchfilmfestival.org.uk) (Dec 2006 to April 2007)

I had a unique opportunity to get involved in Edinburgh’s French Film Festival 07 and witness the PR process from start to finish, from contacting sponsors to organising the festival brochure to looking after VIP guests. I was able to meet Film Directors Christian Vincent and Michel Hazanavicius as well as the man behind the festival, Richard Mowe.

WORK HISTORY (Business)

Goldman Sachs

Start/End Date: June 2008 to July 2008 (temporary assignment)
Job Title: Executive Assistant
Key Responsibilities: Diary management, travel bookings, expenses, call/email management, document preparation, general administration

Department Of Infrastructure (Corporate Finance Division)

Start/End Date: June 2007 -July 2007 (one month temporary assignment)
Job Title: Executive Assistant to Chief Finance Officer
Key Responsibilities: Diary management, document preparation, travel reports, general administration

The Resource Group (www.trgreruitment.net) (Edinburgh)

Start/End Date: July 2006 – February 2007
Job Title: Consultant
Key Responsibilities: End to end recruitment for junior to executive business support roles across a number of industries including Financial Services, Property, Charity & Fundraising, Communications and Legal.

Hallis (www.hallis.com.au) (Brisbane)

Start/End Date: March 2004 – July 2004 (Work Experience)
July 2004 – July 2005 (Permanent Part-Time)
Job Title: Managing Consultant
Key Responsibilities: End to end recruitment for accounts including Energex, The Royal Automobile Club of Queensland (RACQ), Macquarie Bank, Suncorp Metway, Hutchison Telecommunications and many others.

EDUCATION

Specialised Training
Qualifications: Shillington College, School of Graphic Design
Completed: Certificate IV in Graphic Design
November 2007

Tertiary
University: University of Queensland, St Lucia Campus, Australia
Qualifications: Bachelor of Business Management / Bachelor of Arts
Majors: Human Resource Management and Industrial Relations/ English and Psychology
Completed: July 2005

ADDITIONAL SKILLS

Non-Technical : Strong oral (interpersonal, presentation, negotiation, liaison) and written communication skills; leadership abilities; capacity for teamwork as well as working independently; strong research and analytical skills; excellent organisational skills.
Technical: Adobe Indesign, Illustrator, Photoshop, Quark, Acrobat
Typing Skills: 60 wpm
Intermediate to Advanced in MS Office Suite (Word, Excel, PowerPoint, Outlook)

REFEREE DETAILS AVAILABLE ON REQUEST