



Christine Dunlop | 1996



Hawthorn, 3122



christine.dunlop.design@gmail.com



christinedunlopdesign.com

PROFESSIONAL SUMMARY

I am a dynamic and results-oriented team player with a strong background in hospitality, customer service, sales, and design. With proven management and administration skills since 2016, I excel in fostering a friendly atmosphere and take on leadership roles when needed. My event coordination expertise has been honed since 2018, managing diverse events from birthdays to corporate events and weddings.

My creative flair shines through my successful crafting of menus, advertisements, and branding for various establishments and individuals. Passionate about design, I began a Bachelor of Design (Communication) in 2020 to further elevate my skills. Now eager to contribute my expertise to a design-centric office environment, I seek to expand my abilities in management, coordination, administration, and design.

EDUCATION

CERTIFICATE II

Wine Industry Operations
2015
Victorian Bar School

USER EXPERIENCE DESIGN

CREDENTIAL

2020
RMIT

BACHELOR OF DESIGN

COMMUNICATION DESIGN

2020 - Current

Swinburne University of Technology

CHRISTINE DUNLOP

EXPERIENCE

Donovans (September 2023 - Current) Reservations / Administrative Assistant

- Restaurant reservations and customer service
- Operation of phone and email communication with customers
- Office administration, including ordering of medical and office supplies
- Assisting Function Coordinator with sales, payment and organisation
- Assisting various departments with organisation, printing and day-to-day tasks
- Organisation of files and invoices
- Sale of events and gift vouchers

The National Hotel (2022 - 2023) Function Coordinator / Graphic Designer

- Organisation and oversight of events through three unique spaces
- Supervision and set-up of events
- Event sales and client liason
- General management duties, including venue open and close
- On-site graphic designer, including website assets, menus and brand application

The Post Office Hotel (2019 – 2022) Function Coordinator / Supervisor

- Organisation and oversight of events through three unique spaces
- Supervision of large-scale weddings and corporate functions from start to end
- Management of teams of up to 12 staff
- Event sales and client liason
- Restaurant management

KEY ATTRIBUTES

- Collaborative and self-motivated team player
- Proactive and quick to take initiative
- Talent for layout design, typography, photography, and illustration
- Consistently meets deadlines with efficiency
- Proficient in IT and design, leveraging technical expertise
- Effective communication and seamless idea translation in design projects
- Seasoned event coordination experience spanning six years
- Extensive eight-year background in bar and restaurant management
- Clear and effective communication skills
- Builds strong rapport with stakeholders and staff
- Meticulous and organized with excellent attention to detail
- Resourceful problem-solving abilities

COMPUTER SKILLS

- Adobe Photoshop
- Adobe Indesign
- Adobe Illustrator
- Adobe Lightroom
- Adobe XD
- Adobe Dreamweaver
- Maya
- Axure
- Microsoft Office Suite
- Wordpress
- Squarespace
- Wix