

# Christine Dunlop



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christinedunlopdesign.com



## COMPUTER SKILLS

- Adobe Creative Suite
- Autodesk Maya
- Axure
- Microsoft Office Suite
- Wordpress
- Squarespace
- Wix

## EDUCATION

### CERTIFICATE II

Wine Industry Operations  
2015  
Victorian Bar School

### USER EXPERIENCE DESIGN

CREDENTIAL  
2020  
RMIT

### BACHELOR OF DESIGN

COMMUNICATION DESIGN  
2021 - June 2025  
Swinburne University of Technology

## REFERENCES

*Details available upon request*

### Christina Pizzo

Donovans  
Function Coordinator

### Rani Doyle

The National Hotel  
Venue Manager

### Meg Free

The Post Office Hotel  
Function Coordinator

### Dave Winiata

Our Little Secret  
Owner

A dynamic, results-driven team player with a strong background in hospitality, customer service, sales, and design. Since 2016, Christine has excelled in management and administration roles, fostering a collaborative atmosphere and stepping into leadership positions as needed. Christine's event coordination experience, developed since 2018, spans private celebrations, large corporate events, and weddings.

Christine's creative talents shine in crafting compelling menus, advertisements, and branding materials for various businesses and individuals. Now eager to contribute to a collaborative office environment, Christine is committed to growth in management, coordination, administration, and design.

## CAREER SUMMARY

### Donovans

2023 - 2024

#### Reservations / Administrative Assistant

- Responsible for restaurant reservations
- Office administration, including ordering of medical & office supplies
- Assisting Function Coordinator with sales, payment & organisation
- Assisting head chef & owner with organisation & day-to-day tasks

### The National Hotel

2022 - 2023

#### Function Coordinator / Graphic Designer

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

### The Post Office Hotel

2019 - 2022

#### Function Coordinator / Supervisor

- Organisation & oversight of events through three unique spaces
- Supervision of large-scale weddings & corporate functions
- Managing teams of up to 12 staff
- Event sales & client liason
- Restaurant management

## KEY ATTRIBUTES

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