

**summary**

Technical Officer with 4 years experience within the RMIT University  
Schools of Architecture & Design and Fashion & Textiles

Proven expertise in workshop technical procedure and OH&S policy  
implementation in studio and workshop contexts

**strengths**

team building  
facilities planning  
accuracy and attention to detail  
workflow prioritisation of tasks  
independence and initiative  
organisational and procedural knowledge in higher education context  
proficiency in a broad range of software  
clarity in written and verbal communications  
problem solving both independently and as a team member

**digital skills**

Microsoft Windows, Mac OSX  
MS Word, Excel, Google Suite  
Adobe CC - Illustrator, InDesign, PhotoShop  
Microsoft Project, Asana, Trello, Airtable  
AutoCAD, Rhinoceros, Grasshopper, RhinoCAM

## employment history

### Technical Officer RMIT School of Fashion & Textiles (April 2015 - current)

#### Duties:

- Establishment of a new digital technologies focussed workshop facility
- Research, purchasing, commissioning and maintenance of plant and equipment in accordance with strategic objectives and OH&S policy framework
- Disbursement of \$80K establishment funding
- Provide specialist technical support to academic staff, researchers and students

#### Achievements:

- Development of cloud-based recordkeeping systems for student inductions
- Developed online systems for improved student accessibility to and engagement with studios and workshop equipment
- Developed strong industry partnerships with local and international organisations
- Undertook industry-sponsored travel to comparable university workshops in London and Tokyo
- Played a role in progressing our School to 19th (undergraduate) and 9th (post graduate) ranked globally for fashion education institutions (Business of Fashion).

### Studio Technical Assistant RMIT School of Architecture & Design (June 2014 - April 2015)

#### Duties:

- Responsible for supporting studio-based activities including equipment maintenance, relocations, set up of facilities including IT assets, and provision of technical support across eight buildings on two campuses
- Operation and maintenance of Epilog lasers

#### Achievements

- Addressed problems promptly and proactively
- Maintained a strong working relationship with key Facilities and OH&S staff to achieve safety compliance and recordkeeping in workshops and studios
- Worked independently and as part of a team with minimal supervision to achieve desired outcomes
- Developed online systems for improved student accessibility to and engagement with studios and workshop equipment
- Established and maintained relationships with students and staff at all levels

### Technician, Digital Fabrication Lab, The University of Melbourne (June 2013 - June 2014)

#### Duties

- Responsible for student consultation and instruction, the operation, repair and maintenance of equipment, and the maintenance of stores and facilities
- Bureau service desk including daily operation of CNC: MultiCAM CNC, 3D printers: ZCorp 450, Makerbot Replicator 2X, UP! Plus, Laser: Epilog Legend 36EXT

#### Achievements

- Designed a scheduling system for student consultations
- Introduced 3D printing methodologies and software to achieve greater productivity
- Established filtering of communications by equipment demand to direct operations more efficiently
- Established the collection of utilisation data to assist in facilities planning
- Established down-time equipment testing and maintenance register

**Tutor, Visualising Environments, The University of Melbourne (2014)**

**Duties:**

- Undergraduate student-facing role
- Develop visual literacy, imparting skills and techniques relevant to the presentation of information using both digital and traditional graphic communication skills

**Achievements:**

- anonymous student feedback returned a satisfaction rating of 97%, this being the highest of any tutor within the undergraduate course

**Student Architect, Peter Elliott Architecture and Urban Design (2012)**

**Duties:** preparation and revision of RMIT and University of Melbourne masterplan drawings, presentation documents, updating CAD drawings

**Student Architect, Naturelinks Landscape Management (2010 - 2011)**

**Duties:** preparation of site plans, translation of survey drawings to CAD

**CAD operator, Habitat Group (2009 - 2010)**

**Duties:** preparation and checking electrical plans, tracking and updating changes

**Crumpler Australia (9 years non-consecutive 1997-1999, 2002-2009)**

**education**

- 2013 Master of Architecture, University of Melbourne  
Dean's Honours List for outstanding academic achievement
- 2000 Diploma, Art in Public Space RMIT
- 1999 Bachelor Fine Art, Printmaking VCA
- 1996 Brighton Bay School of Art and Design