


Christine Dunlop

COMMUNICATION DESIGNER



 christine.dunlop.design@gmail.com

 christinedunlopdesign.com



COMPUTER SKILLS

- Adobe Creative Suite
- 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 - 2025
Swinburne University of Technology

REFERENCES

Details available upon request

Christina Pizzo

Donovans
Function Coordinator

Rani Doyle

The National Hotel
Venue Manager

Christine is 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, she excels in fostering a friendly atmosphere and takes on leadership roles when needed. Her event coordination expertise has been honed since 2018, managing diverse events from birthdays to corporate events and weddings.

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

WORK EXPERIENCE

Donovans

2023 - 2024

Reservations / Administrative Assistant

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

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 liaison.
- General management duties, including venue open and close.
- On site graphic designer, including website assets, function packages, menus and brand application.

The National Hotel

2019 - 2022

Function Coordinator / Supervisor

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