

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 - June 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, results-driven team player with a strong background in hospitality, customer service, sales, and design. Since 2016, she has excelled in management and administration, fostering a collaborative atmosphere and taking on leadership roles as needed. Her event coordination experience, developed since 2018, spans private celebrations to large corporate events and weddings.

Christine's creative talents are evident in her ability to craft compelling menus, advertisements, and branding materials for various businesses and individuals. Her passion for design led her to pursue a Bachelor of Design (Communication) in 2020, further refining her creative and technical skills. Now, Christine is eager to bring her expertise to a design-focused office environment, where she can continue to grow in the areas of management, coordination, administration, and design.

CAREER SUMMARY

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 liason .
- General management duties, including venue open and close.
- On site graphic designer, including website assets, function packages, 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
- Managing 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