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Tecoma,  
 Victoria 3160,  
 Australia

**TAMSINWILSON**  
 PUBLICATIONS & DESIGN



## SOFTWARE EXPERIENCE

### LAYOUT SOFTWARE

Adobe InDesign

QuarkXpress

### DIGITAL DRAWING/EDITING SOFTWARE

Adobe Photoshop

Adobe Illustrator

### PREPRESS

Adobe Acrobat

Adobe Distiller

### OFFICE

Microsoft Word

Microsoft Project

Microsoft Outlook

Microsoft Excel

Microsoft PowerPoint

## QUALIFICATIONS

### BACHELOR OF APPLIED SCIENCE IN CARTOGRAPHY (GRAPHICS STREAM) (1992)

Royal Melbourne Institute of Technology (RMIT)

### HIGHER SCHOOL CERTIFICATE

English, Mathematics, Art, German and Geography

Mentone Girls Secondary College (MGSC)

### PROFESSIONAL DEVELOPMENT/SHORT COURSES

**BUILD AND PUBLISH A WEBSITE (2015)**  
 Holmsglen

### LOCATION MANAGEMENT (2001)

**CONTINUITY (MAY 2003)**  
 Australian Film, Television & Radio School (AFTRS) short courses

## SUMMARY OF EXPERIENCE

Publication design/desktop publishing/  
 Accessible documents (WCAG 2.1)  
 Graphic design/branding/typography  
 Photo editing  
 Illustration  
 Website CMS  
 Cartography/drafting  
 Copy editing  
 Project management  
 Staff management  
 Scheduling  
 Production administration (film & tv industry)  
 Production administration (print industry)  
 Event assistance

## EMPLOYMENT HISTORY

### FREELANCE/SELF-EMPLOYED – 2021 – PRESENT, ONGOING

**CLIENTS** [Australian Education Research Organisation](#), [Social Education Victoria](#), [Product Dynamics](#), [IVE Group](#), [Monash University](#), [Pimento Design](#), [Australian Association of Social Workers](#), [Australian Institute of Family Studies](#), [Hart Line P/L](#), [Verity Campbell Communications](#), [Lonely Planet Publications](#), [Allied Health Professions Australia \(AHPA\)](#), [Master Locksmiths Association](#), [JDL Films](#), [Australian Environmental Grantmakers Network](#), [Mate Home Improvements](#), [Hardie Grant Publications](#), [Melbourne International Kids Festival](#), [Monkey Business–SUP Elwood](#), [Text Publishing](#)

### PUBLICATIONS / GRAPHIC DESIGNER – AUSTRALASIAN SONOGRAPHERS ASSOCIATION – DEC 08 – JULY 21

**MAGAZINE/JOURNAL** Production (design, layout, pre-press, budgeting, print management etc) of the Australasian Sonographers Association industry magazines *soundeffects news* and *Making Waves*

**PRINT COLLATERAL** Production of industry reports, annual reports, event/conference marketing and collateral (handbook, programs, wayfinding signage etc), industry guidelines, survey reports, etc.

**WEBSITE** Banners, tiles, social media graphics, CMS ([www.sonographers.org](http://www.sonographers.org))

**GRAPHIC DESIGN AND BRANDING** Posters, flyers, exhibition graphics; branding and style guide, logos, procedures manual

**EVENTS** Assistance to events staff at the annual international conference

### MANAGER UK BRANCH / GRAPHIC DESIGNER – VIRTUAL PRINTER LTD/BV (NETHERLANDS) – FEB 05 – MAY 06

**ADMINISTRATION** UK print sales, desktop support, customer service, traffic management, invoicing

**GRAPHIC DESIGN & PREPRESS** Creation of print collateral (brochures, postcards, business cards) for external clients (UK and NL)

**WEBSITE** Dutch to English translation; CMS

### CONTRACT BOOK DESIGNER – FEB 01 – FEB 05

**CLIENTS** Entertainment Publications; Lonely Planet Publications

**BOOK LAYOUT AND DESIGN** using Quark Xpress / InDesign, Photoshop, Illustrator, Adobe Acrobat

**BOOK JACKET DESIGN** Sourcing images and the design of guide book covers

**CARTOGRAPHY / MAPPING** using AutoCad Map, Cad Publisher,

**PRINT PRODUCTION MANAGER** Scheduling staff and traffic

**GRAPHIC DESIGN** B2B, promotional material, POS, Annual Reports



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## EMPLOYMENT HISTORY

### INTERNATIONAL DESIGN MANAGER – LONELY PLANET PUBLICATIONS (MELBOURNE) – JUL 98 – JAN 00

**MANAGEMENT** Quality control of design issues across international offices (Melbourne Aus, Oakland USA, London UK, Paris Fr); Management of head office design studio staff, scheduling, staff recruitment, scheduling, performance appraisals

**PROJECT MANAGEMENT** Book cover designs, guidebook template style, coffee-table/photographic books, travel literature, restaurant guides, cycling guides, wildlife guides, travel health guides, trekking guides, first-time traveller guides, pocket guides, diaries, calendars, posters, magazines, brochures and other marketing material;

**LIAISON** All departments (publishing, marketing, production, IT) on design, production procedure, product development, corporate branding, co-branding (b2b), corporation structure.

### CARTOGRAPHER/BOOK DESIGNER/SENIOR DESIGNER – LONELY PLANET PUBLICATIONS – MAR 90 – JUL 98

**MANAGEMENT** Department of cartographers/book designers

**PROJECT MANAGEMENT** Regional-based titles: Western Europe and Former Soviet Union; contracting and commissioning authors; staff recruitment, scheduling, performance appraisals

**PRODUCTION** In house specifications manual

**ACTING PUBLISHER** in publisher's absence

**CARTOGRAPHY** Map preparation from base material to in-house specifications for variety of travel products (principally travel guides), reprographic (dark room) preparation of maps and graphics.

**BOOK DESIGN** Illustration for travel guides; design and layout of guidebooks, book covers, language phrasebooks, catalogues, posters, language audio packaging and other point of sale material

### DRAFTSMAN – DEPT. OF CONSERVATION OF FORESTS & LANDS (ESTATES-VIC) – MAR 89 – FEB 90

**DRAFTING** Updating Cadastral Plans, Land Classification Status Reports, preparation of Land Classification Plans

## FILM INDUSTRY WORK

### DIRECTOR'S ASSISTANT AND CONTINUITY – B & T ENTERTAINMENT PRODUCTION COMPANY – OCT 01

"The Eggs", children's television series, Melbourne

### 2ND AD, CONTINUITY AND PROPS – POPEYE PRODUCTIONS/ADMARK – MAY 01

"Coca Cola" TV Commercial for local television, Papua New Guinea

### ASSISTANT COORDINATOR/2ND UNIT COORDINATOR – CRAWFORD PRODUCTIONS – JUN 00 – DEC 00

"The Saddle Club", children's television series for ABC Australia

**PRODUCTION DUTIES** – administration, location scouting, crew contracts, transport and accommodation bookings, issuing of scripts, call sheets, crewlists etc, coordination of the 2nd unit film crew

**GRAPHIC DESIGN** – work for Art Department/props

### PRODUCTION COORDINATOR/CARTOGRAPHER – DISCOVERY CHANNEL – JAN 00 – MAR 00

"Outward Bound Australia" Documentary (cinema veritae)

**PRODUCTION DUTIES** – Location scouting/reccoinasance, call sheets, liaison (directors, producers, Outward Bound organisation, National Parks NSW), travel and accommodation bookings, driver/unit coordination

**CARTOGRAPHY** – Production of a "crew map" for the film shoot

SAMPLES OF WORK – visit [www.tamsinwilson.com.au](http://www.tamsinwilson.com.au)

REFERENCES – available upon request