

GINA MARIA MILLS

GRAPHIC DESIGNER/UX DESIGNER



Welcome! I'm Gina Mills (Nee Donaldson), a VCD Design graduate situated in Wellington, New Zealand. Design is a lifelong passion and my profession has honed my specialties in Graphic Design and Web Design. I'm a Photoshop master, but I work with the full Adobe suite including InDesign and Illustrator. For web work I'm proficient with UX Design, including SEO and Social Media Marketing. My favorite platform is Wordpress, but I'm also comfortable with other web technologies, such as HTML/CSS/JavaScript and more.

CONTACT

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EDUCATION

Bachelor of VCD - Visual Communication Design / BDes Digital Media Major
Massey University / Wellington
Completed 2008

EXPERTISE

Clear Communication Skills
Excellent Understanding of the needs of Sales & Marketing
Thinks creatively for all solutions, from start to finish
Multitasks quickly under pressure
Detailed Orientated
Touch Typist
Meets Deadlines and KPIs
Friendly and Polite, works well both autonomously and in a team

EXPERIENCE

Freelance UX Designer/Graphic Designer Various Clients / 2006 - Present

During and since the completion of my degree I have worked with various clients to produce websites, SEO/Social Media, logos, stationary, booklets, web buttons, video blogs, photography and more. Clients include:

- DJ Max Kelly
- The Beat Girls
- Dolche Salon
- Marketeer
- Whalers Wahine (Ngai Tahu)
- Internet Marketing Clients & more

Insurance Sales Consultant (Intermediate) Cigna New Zealand / 2016 - Present

- Outbound calling
- Sales for various products
- Meeting various KPIs, including Quality, Sales and Logins
- Data entry
- Objection handling
- Customer service
- Computer Proficiency (PC)

Service Desk Analyst: DOC, BOC, Meridian Energy Fujitsu New Zealand LTD / 2014 - 2016

- Technical troubleshooting: Office 365 & 2007, Desktop troubleshooting, Active Directory, Printers and Smart Phones, passing to resolver groups
- Customer service by inbound/outbound phone and email
- Meeting consistent KPIs for call quality and timekeeping
- Advanced computer proficiency
- Working independently to resolve issues
- Data Entry and ticket handling

SKILLS

Adobe Photoshop



Adobe InDesign



Adobe Illustrator



Quark Express



Wordpress



HTML/CSS



JavaScript/JQuery



SEO / Social Media Marketing



Adobe Flash



Microsoft Office



PC / MAC System



INTERESTS

- Graphic Design
- Web Design
- Internet Marketing
- Web Languages/Treehouse
- Animation
- Art/Illustration
- Movies/Editing
- Self Development
- Fitness, Dance & Yoga
- Psychology
- Travel

EXPERIENCE (CONTINUED)

eBusiness Consultant: Online products (Temp position)

DOMAINZ LTD / 2014

- Outbound calling to businesses
- Sales/product promotion
- Account management
- Data entry
- Objection handling
- Customer service
- Meeting targets
- Computer proficiency

Online Content Writer/Website Creator

Pumpersites / 2014

- Writing articles, using spintax to generate multiple unique articles
- Manual editing of articles, including spelling and grammar
- Web 2.0 Blog Creation via Data Entry
- Working to deadlines/time management
- Graphic Design
- Working unsupervised

Telesales Representative: Righthouse, Real Estate

Total Connect / 2013 - 2014

- Outbound calling
- Sales/product promotion
- Data entry
- Objection handling
- Customer service
- Meeting targets
- Computer proficiency

TESTIMONIALS / REFERENCES

"Gina is truly a pleasure to work with. She has a keen attention to detail and a flair for design that really makes her work stand out! We've worked together on various projects - from front-end UI to printed graphics for clients all over the world and she never fails to deliver!"

Benjaman Evans - Marketeer.com

"Gina is an all-purpose media and design guru that I always turn to for all of my media and design needs. I've worked with her for the layouts of a few of my websites and for the production of some videos I commissioned her to do, and the end result has always been top-notch. She's got the sense and the smarts to deliver exactly what you want while many other designers might not be so easy to work with. The work that other people have done for me really seems to pale in comparison to what Gina's given me.."

Michael Chief - seductiveintrovert.com

References on Request.