



TIYANA NAIDOO

GRAPHIC DESIGNER

PROFILE

I am a flexible, enthusiastic, outgoing, open-minded, reliable, responsible and hard working individual. I have good time management skills. I am able to work well in a team environment as well as using my own initiative. My versatile experience gives me the ability to adapt to new surroundings and situations. I am a passionate and creative individual. I am always looking for the something new to learn or experience.

PERSONAL



9510270195083



South African



3 Ruskin Road, Parklands,
Cape Town, South Africa



TiyanaNaidoo27@gmail.com



+27 84 5131420

WORK EXPERIENCE

Graphic Designer & Social Media Manager

Kinda Different | Nov 2021 - Current

Manage the day-to-day handling of all social media platforms such as Facebook, Instagram and TikTok. Plan, shoot, schedule and deliver content on all platforms. Form and develop relationships with influencers. Encourage and participate in collaborations with other brands and influencers. Manage social media communities by interacting and responding to social media posts. Monitor, track and report on performance on social media platforms using tools such Facebook insights. Design all company brand identity, Prepare files for print artwork. Creating the visual aspects of the website, newsletter, product packaging and more. Develop illustrations and other designs using software.

Graphic Designer & Social Media Manager

Century 21 Western Seaboard | Aug 2019 - May 2020

Design personalised and office artwork requested by principals. Edit photographs, create signature, business cards and welcome posts for new agents as well as all office artwork for bus stop advertising, new development flyers and show house flyers on Adobe Creative Cloud. All final and approved artwork to be saved on server. Ensure all Social Media platforms were used for daily, monthly and show day posts. Ensure that the weekly show house emailer and monthly newsletter were designed and sent out. Create LED window displays for office as well as monthly TV video updates. Edit and audit signatures that are correct every fortnight to ensure that all links and Privy seals are working. Operate and update Fusion (Real Estate data base). Ensure birthdays, monthly awards, social days, holidays and religious days are posted on all platforms. Check white board for tasks and updates daily. Assist with general admin and backup for receptionists.

HR Administrator

NCS Fire & Flood Restoration | May 2019 - Jul 2019

Input all data on Payroll (Sage), staff time sheets, job cards, handling current & new employee contracts. Liaising with current & new service providers. Checking & following up with emails. Receiving & making phone calls, filing, invoicing, following up on appointments & jobs with supervisors, scheduling appointments.

English Language Teacher

Lamso Education (China) | June 2018 - Nov 2018

Creating lesson plans, teach students to speak, write & read English, help with conversational skills, assist Chinese teachers, assist at summer camp, attend school events, prepare & practice out of classroom activities, classroom administration, help out with staff tasks & responsibilities.

Graphic Designer

iPrintit | Nov 2016 - May 2018

Design all branding & print artwork. Set up & print personalised items. Assist staff with printing & set up of artwork. Assist with email & internet services. Serve customers. Copying, printing, scanning & laminating. Set up & print of ID, visa & passport photos. Rebranding of store.

Handling customer accounts & personal information. Time management. Daily cash up & balancing cash. Operating the powerpos system. Manage, open & close the store at times. Assisting with quotes & orders over the telephone. Stock control & collection. Running & managing store promotions.

Junior Graphic Designer

iPostit | Jan 2016 - Oct 2016

Design all branding & print artwork. Assist staff with printing & set up of artwork. Assist with email & internet services. Serve customers. Copying, printing, scanning & laminating. Set up & print of ID, visa & passport photos.

Other Part-time Experience

Unlimited Promotions | Promoter: Jan - Dec 2017

Yogi Bar | Sales: Nov 2014 & 2015

House & Home | Store Greeter: Nov - Dec 2013

EDUCATION

2019 | Digital Marketing Certificate

Century 21 Western Seaboard

2018 | TEFL Level 5 Certificate

The TEFL Academy
168 Hours

2015 - 2017 | BA in Creative Brand Communications

IIE Vega School of Brand Leadership
Incomplete | 2 years completed

2014 | Higher Certificate in Creative Development

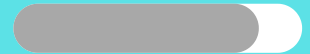
IIE Vega School of Brand Leadership
1 year

2013 | Matric

West Coast Christian School

SKILLS

Photoshop



Illustrator



Indesign



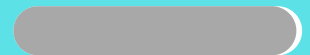
Social Media



Videography



Microsoft



LANGUAGES



English
100%



Afrikaans
45%

REFERENCES

Helena Willicott | Kinda Different
+2771 420 0493

Tamara Nettmann | Century 21
+2782 888 7178

Bronwin Cairncross | NCS
+2760 526 6827

Albertus Van Heerden | iPostit
+2782 757 7111

Venaisha Naidoo | iPrintit
+2784 837 8820

Alicia Rogovaya | Lamso
+86 185257871559