

Gordon Campbell

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EXPERIENCE

Cosmetic Image Clinics, Brisbane— *IT Manager and Admin*

JULY 2017 - PRESENT

- Reception and front desk duties
- Client management
- Client bookings
- Filing of all client profiles and treatment history
- Liaise and support for doctor and nurses
- Stock management and control
- Manage and coordinate all IT and Network issues
- Team manager for marketing and social media

Manning the front reception desk and attending to all clients needs prior to their appointment with the doctor or nurse

I organise and implement IT solutions for the clinic and Spa businesses, as well as coordinate all marketing.

I also control all stock levels and ordering for the clinic, and have written protocol to ensure that the inventory is always appropriately stocked up.

Fairfax Digital, Brisbane— *Online Manager 4BC Radio*

JUNE 2013 - APRIL 2015

- editing and production of radio interviews and journalistic pieces.
- content management,
- forum moderation,
- social media interaction
- liaise with Sales, Promotions and Production

I was the initiator of several strategies on the 4BC website which were rolled out across the network as a whole in order to streamline processes and increase revenue in online areas.

I took hand in aiding and managing and coordinating several other State Depts.

SKILLS

- Managed Small teams
- Experienced with administration
- Experience as Personal Assistant
- Coordination of National systems
- Advanced IT Skills
- High regard for customer service
- Programmer with high logic skills
- Fine attention to detail and protocol creator
- Team communicator, liaising between workers and management
- Experienced with data entry and data integrity

SUMMARY

Experienced any many areas and a great believer in effective communication and client satisfaction. Eye for detail and organisation - forward thinking person who enjoys structure but also flexible enough to adapt to new and challenging situations and circumstance.

ZeeDesigns, Brisbane — *Sole Trader*

2005 - PRESENT

My own graphic and web development business, catering for a number of clients, including agencies such as VMP, 4Sure Online and The Advertising Works. I deal with anything from branding to the back end development of interactive websites. I also am a signwriter for companies such as Coles, Woolworths, ALH Group and Aus Venue Co.

George Patterson Y&R, Brisbane — *Senior Developer*

MARCH 2012 – JAN 2013

Handled the front and back end build of websites, micro-sites and landing pages. I utilised the Facebook API to create competitions and marketing opportunities for a number of high profile clients.

VMP, Brisbane — *Software Developer*

JUNE 2009 – MARCH 2012

Managed and developed projects concerning online e-learning using flash and Moodle. Also produced websites, and other flash GUI's for interactive DVD's, mainly for the Queensland Fire and Rescue Service.

Fairfax Digital, Brisbane — *Online Producer*

JAN 2010 – APRIL 2012

My role concerns the editing and production of radio interviews and short journalistic pieces. Other roles include content management, forum moderation and other tasks to keep the website up to date.

Digicon, Brisbane — *Creative Team Leader/Client Manager*

JUL 2007 - APR 2009

I worked my way from an initial web-designer up to the Creative Team Leader role. They catered for many big companies including Virgin, Microsoft, The Barefoot Investor, Urbex and various Government Departments. I worked alongside a variety of agencies e.g. Junior, Think Creative and The Advertising Works.

Liquor King Pty Ltd, Brisbane — *Graphic Designer*

JUL 2007 - APR 2009

The Computer Market, Brisbane — *Logistics and Stock Manager and Salesperson*

2003 - 2006

Harvey Norman, Brisbane — *Sales Representative*

2002 - 2003

EDUCATION

**Commercial Arts Training College, Brisbane
Advanced Diploma in Graphic Design and Multimedia**

JANUARY 2006 - JULY 2007

Gained Student of the Year Award

**Glasgow University, Glasgow, Scotland— *Degree*
Bachelor of Science in Computer Studies**

1994 - 1995

Gained 1st Year Pass

REFERENCES

Alex Johnstone, Administration Manager, Cosmetic Image Clinics – 0420 805 176

Anthony Frangi, Former General Manager 4BC/MAGIC882 – 0419 677 545