

ELIZA MACDONALD

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★ SKILLS

**CREATIVE PROBLEM SOLVING
LEADERSHIP
COMMUNICATION
ADMINISTRATION
PROFICIENCY ACROSS ENTIRE
ADOBE SUITE, EXCEL AND MAILCHIMP**

★ EMPLOYMENT EXPERIENCE

THE NORTHCOTE THEATRE BAR MANAGER 2023/PRESENT

- Leading floor staff throughout service.
- Responsible for cleaning up and closing the venue.
- Simultaneously bartending and coordinating with upper management and security to bring events to life whilst ensuring the enjoyment and safety of staff and customers.

ID COLLECTIVE DIGITAL DESIGN INTERN 2023

- Interacting with clients and helping with Social media content creation and management, such as curated instagram posts & Gifs and advertising campaigns for brands like DFO and Conossuire.
- Copywriting, Preparing decks, EDMs & online marketing materials across platforms.
- Working with a team to bring together a multifaceted approach to marketing and brand building.

PIZZA MEIN LIEBE FOH 2022

- Customer service representative, handling enquiries over the phone and email
- Simultaneously managing and coordinating orders across food delivery apps, in person and over the phone.
- Administrative duties.

RAYS CAFE FOH MANAGER 2020/21

- Leading baristas and floor staff throughout service, Simultaneously waitressed, took orders, served food and drinks, and maintained customer satisfaction.

★ EDUCATION

ST VINCENTS COLLAGE UNIVERSITY OF MELBOURNE

- Graduated Undergraduate Bachelor of Design with High Distinctions, Majoring in Graphic Design
- Completed 6 month Exchange at the Edinburgh College of Art, UK

★ CREATIVE ACHEIVMENTS

CHIEF DESIGNER AND CREATOR OF DEVOTION ZINE 2024

- Designed and curated Devotion zine surrounding the theme of 'Devotion', aiming to forefront young, emerging artists.
- Installed and curated the zines launch party with 15 artists, 3 bands and refreshments.

2 MONTH RESIDENCY WITH GERMAN CERAMIC ARTIST

KARIN PUTSCH-GRASSI 2019, TUSCANY

- Working under her guidance creating my own ceramic pieces and building hers.
- Assisted in the building of her Studio in Tuscany, painting, labouring and arranging spaces.

TOUR MANAGER FOR KEYO RHODES 2023

- Liaising with venues, arranging payment and schedules.
- Budgeting, arranging tour dates and communicating with sound technicians and venues.
- Ensuring artist was happy and informed at all times.

REFERENCES

iD Collective - *Mary Morton* ph: 041836936
The Northcote Theatre - *Sam Studd* ph: 0498344098
Personal Referee - *Mary Clarke* ph: 0418544873