

# Anthony Huynh

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## Skills Summary

### **Web Design and Development Skills**

I have experience with coding and designing websites using the following technologies and programs:

- HTML, CSS, JavaScript, jQuery and Bootstrap
- WordPress, Kentico and MailChimp
- Adobe Dreamweaver, Sublime Text, Atom
- FileZilla

### **Multimedia Skills**

My professional digital media experience gave me the skills to design and create illustrations using:

- Adobe Illustrator
- Adobe Photoshop
- Affinity Photo
- Adobe InDesign
- Adobe After Effects

### **Project Management and Microsoft Office Skills**

I have experience using the following programs:

- ASANA
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook

### **Communication and Teamwork Skills:**

I have substantial experience in teamwork and communication through my previous and current roles.

- I have shown that I am able to work cooperatively and effectively with members of any workplace.
- I can communicate effectively with both staff members and customers in order to achieve an end goal.
- I have experience in taking charge of projects and assigning tasks to the appropriate staff members.

### **Language Skills:**

I am able to speak other languages.

- I can communicate and verbally translate in Vietnamese.



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## Experience

### **August 2017 – Present**

Entertainment Book • Web and Digital Support • Hawthorn

Reporting to **Website and Digital Managers**. Responsibilities Include:

- Producing white label websites for multiple clients of different countries including big industries such as Red Energy, Budget Direct, Melbourne Stars and Flight Centre.
- Working on multiple client EDMs and campaigns.
- Managing the CMS system to edit data for each client's website.
- Producing documentation on work procedures for company use.
- Communicating with BDMs, team members and clients to effectively complete the product on time.

Achievements

- In charge of a sector of the company's client websites and digital newsletters.
- Responsible for website-based solutions without the assistance on senior staff members.

**Reason for leaving:** To pursue further professional and career development and to learn new skills in a different environment.

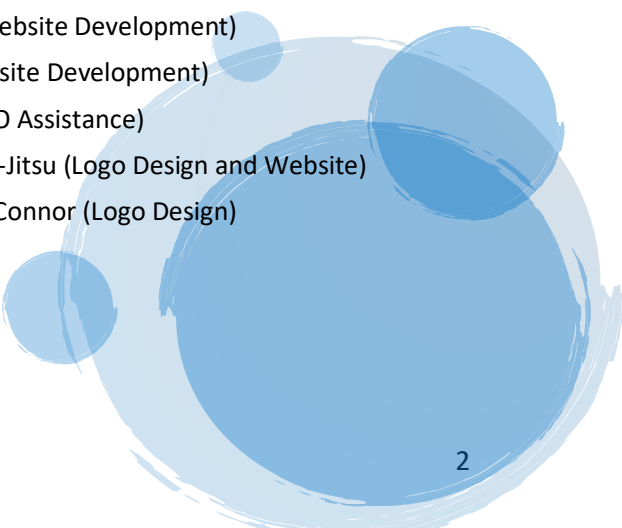
### **Ongoing**


Freelance Work

Responsibilities Include:

- Producing digital content for clients such as websites and logo designs for their business and personal use.
- Meeting with clients to discuss ideas, information, drafts, variations, report status and to successfully produce a final product.
- Consulting clients on the best solutions for their website content, functionality and designs.
- Assisting with changes on existing websites and designs as well as guiding clients on how to make changes on their own websites.

Clients:

- Sookie Spa (Website Development)
  - H&T Bottle Shop (Website Development)
  - Toddalymessy (Website Development)
  - Fascinator Shop (SEO Assistance)
  - Summit Brazilian Jiu-Jitsu (Logo Design and Website)
  - Jordan "Kingpin" O'Connor (Logo Design)
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### **June 2017 – July 2017**

Eagle Software • Web Developer • Coburg North  
**(Reference Letter Included)**

Reported to **Director** and **Website Manager**. Responsibilities Included:

- Working together with senior developers producing websites for multiple clients.
- Keeping clients up to date with the website progress.
- Made additional changes and edits to existing websites.
- Working together with the development and marketing team to achieve an end goal for the client.

**Reason for leaving:** Temporary Employment

### **November 2016 – December 2016**

Sapphire Care • Web and Marketing Assistant • Camberwell  
**(Reference Letter Included)**

Reported to **Marketing Manager**. Responsibilities Included:

- Website maintenance and changes to the company's website.
- Working in a team environment to resolve and complete web, digital and company related tasks.
- Web marketing and advertising for the company's events.

**Reason for leaving:** Temporary Employment

### **June 2016 – November 2016**

iBuild • Intern • Mulgrave

Reported to **Director**. Responsibilities Included:

- Producing fillable PDF documents for company's use.
- Creating blogging content for the company's website.
- Editing videos for company's use.
- Assisting with web marketing to produce effective search results.

**Reason for leaving:** Internship completed

## Education

### **August 2017 – November 2017**

Front-end Web Development course • General Assembly

Key Study Areas:

- Front end Web Development - HTML, CSS, JavaScript, J-Query
- Responsive Web Design, GitHub



**March 2015 – November 2016**

Bachelor of Design (Digital Media) • Swinburne University of Technology

- Co-Majoring in Web and Mobile Devices

**(Reference Letter Included)**

Key Study Areas:

- Web Design for Web and Mobile Devices
- Graphic Design and Typography
- Digital video camera Techniques and Animation

Achievements:

- Distinction grades in web-based subjects
- Leader in a final year group project

**March 2013 – December 2014**

Bachelor of Design (Digital Media) • Swinburne University of Technology

Key Study Areas:

- Web Design
- Graphic Design
- Photography

Achievements:

- Project team leader

**Interests**

- Brazilian Jiu-Jitsu
- Personal Development
- Health

**References**

Available upon request

