### Julia Peddie Resumé

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Landsborough, Qld 4550   
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**Date: 28 August, 2016**

**SKILLS:** Graphic and Web Design, Office Management, Administration, Strategic Planning, Small Business Management, Organizational Governance, Company Directorship, Project Coordination, Report Writing, Copy Writing and Editing, Group Facilitation, Teaching, Customer Service, Conflict Resolution, Art Therapy, Visual Art, Illustration, Computer skills including Microsoft Office suite, Outlook, Creative Suite CS6 (InDesign, Photoshop and Illustrator), Social Media management & MYOB.

**STRENGTHS:** Project/office management and planning; Coordinating complexity and quantity of administrative tasks; Supervising staff and volunteers; Communication, both verbal and written; Strategic problem solving, managing resources and delegating tasks; Computer software and systems management, social media and online communications; Friendly, hardworking and reliable team player.

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**EDUCATION & QUALIFICATIONS**

2016 Business Certificate III in Microbusiness Operations, Edgeware, Morton Bay, QLD

2007 Certificate IV Assessment and Workplace Training, CEACA Alexandra, VIC

2005-06 Diploma Art Therapy, The Phoenix Institute, Prahran, VIC

1993-04 Diploma Graphic Design, Enmore Design Centre, NSW

1992 Certificate Printmaking, National Art School, NSW

1989 BA (Visual Arts), City Art Institute Paddington, NSW

1985 HSC, Galston High School, NSW

**EMPLOYMENT HISTORY**

2016 **Personal Assistant,** Guru Dudu’s Silent Disco Walking Tours (David Naylor), online, VIC/QLD

Bookings & Program management, Coaching/Strategy advice & support, Phone & admin support

2013-16 **Self-Employed,** Graphic design, Web design, copy-editing, branding, Sunshine Coast QLD

2013-15 **Graphic designer/Illustrator,** Firefly Education Publishing, Buderim, QLD

2013-15 **Business Coach,** Guru Dudu’s Silent Disco Walking Tours (David Naylor), online, VIC/QLD  
 Coaching (personal and business), strategic business planning, support and advice

2012-13 **Office Coordinator/Manager,** Foster & District Community House & Learning Centre, VIC  
 Reception, admin, program management, financial management & general problem solving

2012 **Lecturer, Design** Swinburne University, Prahran Campus, VIC

2012 **Artist in Residence,** Mural project**:** Welshpool Primary School, VIC

2012 **Art/garden therapy,** Manalin supported residential service, Inner South Community Health, VIC  
2007-08 **Art therapy**, high needs disability, Wyreena Community Arts Centre (City of Maroondah), VIC

2009-11 **Community artist/coordinator,** Festival for Healthy LivingRoyal Children’s Hospital, VIC

2009-11 **Director,** Marysville Arts Company P/L, design & publishing, VIC

2009-11 **Alexandra Standard,** Graphic Design, newspaper layout, Alexandra, VIC

2009-11 **Community Artist,** Triangle Arts Group (TAG) ‘After School Art’ Buxton PS, Buxton, VIC

2008-09 **Community Support Worker,** mental health, Rivendell Community (EACH),Healesville, VIC

2006 **Integration Aid,** Connections, Badger Creek Kindergarten, Healesville, VIC

2002-07 **Freelance graphic design**, National Gallery of Victoria, the Arts Centre, VIC

1999-2002 **Art Director & Office Manager**, Armstrong Miller McLaren Design Agency, VIC

1997-99 **Senior Graphic Designer**, Ptarmigan Design, London, UK

1996-97 **Freelance Graphic Designer**, National Magazines, London, UK

1994-96 **Graphic Designer**, Vogue Australia, NSW

1991-92 **Acting Training Officer 3/4**, Human Resource Department TAFE, NSW

1990 **Arts Assistant,** high needs disability support, Malvern Arts Workshop, Worsc. UK

**VOLUNTARY POSITIONS AND MEMBERSHI**

2016 **Founder,** CHASM (Compassionate Housing Affordability Solutions Maleny) Maleny, QLD

2016 **Coordinator**, Spare Rooms Group, Maleny, QLD

2016 **Welcome to Maleny**, member, Refugee welcome campaign team, Maleny, QLD

2016 **Transition Towns Sunshine Coast,** member, Palmwoods, QLD

2015 **Housing Conversation Coordinator,** Maleny Neighbourhood Center, QLD

2015 **Buddies**, member, Refugee Support Network, Buderim, QLD

2015 **Maroochy Greens,** member, Nambour, QLD

2009-11 **Founder,** **Coordinator, Artist**, Triangle Arts Group, Marysville, VIC

2009-11 **Arts & Culture Representative,** Marysville & District Community Recovery Officer, VIC

2006-07 **Art therapy & project coordinator,** The Rivendell Community, VIC

2006 **Art therapy,** aged-care residentialThe Golden Wattle Club, VIC

2006 **Community artist,** mural creation, Buxton PS & Berry Street, Alexandra, VIC

2006 **Project Coordinator,** The Healesville Indigenous Arts Enterprise Cooperative, VIC

2006 **Project Coordinator,** Art exhibition ‘Bold & Beautiful’, The Wilderness Society, VIC

2003 **Project Coordinator**, Art in the Park, The Royal Botanic Gardens, VIC

**REFEREES**

1. **Ana Greenfield**,   
   Community Development Worker,   
   Hinterland Community Development,   
   Sunshine Coast QLD  
   Mobile: 0407 165 308

Email: [ana@calcomm.org.au](mailto:ana@calcomm.org.au)

1. **David Naylor**,

Managing Director,

Guru Dudu’s Silent Disco Walking Tours, VIC

Mobile: 0422 406 809 (on tour O/S to Sept 28)

Email: [info@gurududu.com](mailto:info@gurududu.com)

(Email for reference or to arrange Skype   
david.naylor.wiseworld after 4pm to Sept 28)

1. **Lee Lemon**,   
   General Manager,   
   Firefly Education, Buderim, QLD  
   Mobile: 0428 107 888, Direct 07 5445 1375

Email: [lee@fireflyeducation.com.au](mailto:lee@fireflyeducation.com.au)

1. **Justin Larsen**, Course Leader,   
   Dept Design, Media and ICT, Swinburne University, VIC

Mobile: 0488 444 253   
Email: jlarsen@swin.edu.au