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# Ronald Asumadu

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## CAREER OBJECTIVES

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I believe that I have a sound design process which offers me a unique, stylistic and artistic flair that is best suited to a job that will utilise my communications and creative design skills and further enhance the skills and attributes I currently possess. Above all I believe this would be an exceptional opportunity to learn all that I can in a position that offers an exciting and challenging work environment.

## EDUCATION AND CERTIFICATIONS

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| <b>February 2006 – November 2009</b> | <b>Bachelor of Graphic Design</b><br>University of Canberra, Canberra        |
| <b>January 2005 – December 2005</b>  | <b>Certificate 1 Information Technology</b><br>St. Edmunds College, Canberra |
| <b>January 2004 – December 2005</b>  | <b>Year 12 Certificate</b><br>St. Edmunds College, Canberra                  |

## SOCIETIES AND BODIES

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- Member,** ArtsHub Australia (AHA)  
**Member,** University of Canberra Graphic Design Club (UC GDC)

## SUMMARY OF WORK HISTORY

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|-------------------------------------|---|
| <b>June 2008 – Present</b>          | <b>Sales Consultant</b><br>Virgin Mobile Australia, Retail Sales, Canberra                                    |
| <b>October 2009 – November 2009</b> | <b>Manager of Sponsorship</b><br>University of Canberra, Canberra<br>Graduating Students Exhibition Committee |
| <b>May 2006 – June 2008</b>         | <b>Sales Consultant</b><br>Optus 'Yes' Shop, Retail Sales, Canberra   |
| <b>April 2005 – June 2005</b>       | <b>Social Justice / Volunteer</b><br>St. Edmunds College, Pastoral Care, Canberra                             |

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## DETAILED WORK HISTORY

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### **June 2008 – Present: Sales Consultant – Virgin Mobile Australia (VMA), Canberra**

Virgin Mobile Australia is a telecommunications service provider, which operates under the arm of Optus Mobile Investments. VMA is the youngest of the major service providers within Australia, recently celebrating its 1 millionth subscriber. The company provides services in mobile and wireless home telephony as well as wireless broadband connectivity and product support.

#### *Major responsibilities of the role:*

- Provide sales and after sales support
- Liaise with internal and external stakeholders to develop new business
- Perform product analysis and systematic research to gain thorough product knowledge effectively communicate features and benefits
- Perform data entry duties including but not limited to: account management, troubleshooting, activations and support, roster scheduling
- Store presentation, merchandising and product and brand promotion
- Assisting with store administration tasks

### **October 2009 – November 2009: Manager of Sponsorship – University of Canberra Graduating Students Exhibition Committee**

The Graduating Student Exhibition Committee is made up of all graduating students within the graphic design discipline. Each student is placed within a delegated role ranging from exhibition design to catering. As a student run body and event, each graduating year hosts their own exhibition with the university as one of the major sponsors for the event. The 2009 event was an immense success.

#### *Major responsibilities of the role:*

- Co-ordination and delegation of tasks and duties
- Scheduling and conducting of periodical meetings and updates
- Determining points of contact with prospective sponsors and formulating correspondence data sheets
- Generation of sponsorship letter and statement of intent notices
- Managing collection methods of sponsor packages and project success

### **May 2006 – June 2008: Sales Consultant – Optus ‘Yes’ Shop, Canberra**

Optus is Australia’s second largest telecommunications network and provides services in mobile and wired telephony, ADSL and wireless broadband connectivity, cable television services as well as product support.

#### *Major responsibilities of the role:*

- Customer service
- Product research and analysis
- Sales and after sales support
- Store presentation and merchandising
- Participation in core administrative duties

### **April 2005 – June 2005: Social Justice / Volunteer – St. Edmunds College, Canberra**

The St. Edmunds College, social justice program aims at involving senior students within the school with the surrounding community. The program is a requirement that must be satisfied in order to complete secondary studies at the school.

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*Major responsibilities of the role:*

- Assisting the elderly in the community with household chores
- Cooking
- Maintenance of community grounds and parks
- Learning the values of team work, individualism and tolerance of others

## SOFTWARE KNOWLEDGE

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- **Adobe InDesign** – I have over 3 years experience with InDesign, using it to create books, PDF templates, posters and desktop publishing.
- **Adobe Photoshop** – I have over 5 years experience with Photoshop, using it to create logos, raster artwork, image manipulation and website templates.
- **Adobe Illustrator** – I have 3 years experience with Illustrator, using it to create vector artworks, logo design and text manipulation.
- **Adobe Dreamweaver** – I have over 2 year experience with Dreamweaver, using it to develop content management, website upkeep, online publishing.
- **Adobe Flash** – I have used Flash for over 2 years, creating flash games, animations, flash websites and content requiring Action Script
- **Adobe After Effects** – I have under 1 year experience with After Effects, working through tutorials on motion development, video creation and multimedia integration
- **Final Cut Pro** – I have under 1 year experience with Final Cut Pro, using tools to edit video, manipulate sound and process multimedia data
- **MS Office suite** – I have used the different applications within MS Office to create spreadsheets, desktop publishing, digital graphs and presentations.
- **Sony Sound Forge** – I have over 3 years experience with Sound Forge, using it to create, edit and save audio clips, converting audio formats and generating audio for use with other software.

## SKILLS

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- Office management
- Customer service
- Organisational, project and time management skills
- Excellent communication skills – written and oral
- Web development
- Ability to work both individually as well as within team environments

## ATTRIBUTES

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- Responsible and conscientious
- Punctual and reliable
- Courteous and polite
- Considerate of others and property

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## REFEREES

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**Mr. Simon Head**

*Retail Store Manager*  
Virgin Mobile Australia  
m: 0410 089 840  
e: simon.liverpoolreds@hotmail.com

**Mr. Jason Smith**

*ACT Regional Manager*  
Optus 'Yes' Shop  
m: 0422 399 499  
e: jasonwsmith@optusnet.com.au

**Mr. Joshua Nicholson**

*Character Reference*  
*Graphic Designer*  
Graphic Ark  
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