

HUNTER
G R A P H I C  D E S I G N



My name is Michaela

I am an up and coming designer who is excited to explore what the world has to offer. I have been fortunate in being able to work across multiple fields in my short time since finishing my Advanced Diploma.

I have worked within Fire Safety since June 2018 and learnt a lot about such a unique field. I was fortunate to work in Print throughout my studies which has assisted in my Graphic Design responsibilities in my role at all Ready Safe.

I particularly enjoy working with new people and learning all I can within the environment I am in, a particular favourite area of work was within Box Hill Institute within the Marketing Department for 3 years. This job gave me opportunities to meet new people, experience different areas of work and be fortunate in being runner up for a Student of the Year award in 2018 and a scholarship to study in Singapore and represent Box Hill Institute.

Education

Box Hill Institute - Advanced Diploma of Graphic Design

I graduated from Box Hill Institute in 2018 with an Advanced Diploma of Graphic Design. Through Box Hill, I was granted a scholarship to study in Singapore through the Exchange Program and was in the top 3 for Box Hill Institutes Student of the Year.

Box Hill Institute 2020 - Diploma of Social Media Marketing

I am currently studying a Diploma of Social Media Marketing in the hopes to expand my skill set and interest in new reas and the up and coming areas of workplace demand.

Experience

June 2018 - March 2021

Graphic Designer • All Ready Safe

I have been an employee at All Ready Safe since June 2018. Within my role I have designed and overseen the design of compliant Evacuation Diagrams, assisted in the development of Emergency procedures training, both face to face and online training components, developing Emergency Procedures Manuals, and general Admin and scheduling duties. My roll at All Ready Safe consists of ensuring the

work sent to clients is appropriately proofed files, providing our trainers with the documentation and presentations they need for on-site and site specific training, co-ordinating training bookings and trainer and staff schedules, communicating with customers for their site specific needs and developing what they may require within their workplaces whilst expanding on their workplace health and safety. Clients have consisted of Aged Care facilities, schools, private office buildings, body corporate management companies, smaller independents and many alike

May 2016 - December 2019 Student Ambassador • Box Hill Institute

Working within the marketing department, my position at Box Hill Institute was to work with current and potential future students in expanding their knowledge of courses and facilities offered within the institute. As an ambassador, I was a key point of contact for people to go to at open days and independant information events. My responsibilities as an Ambassdor consisted of discussing with potential students the different course oppurtunities within the institute, directing people to appropriate departments, travelling to different Victorian locations and

setting up displays for high school student career expos. As a part of the Ambassador program, I was chosen to travel to Singapore for a student exchange program for 5 weeks, here I did classes and represented Box Hill. I was also awarded top 3 for student of the year for 2018 due to my roll within the Institute, contribution to events and my studies.

Work Placement

Graphic Designer • T-Artist

I worked under T-artist for 4 months. Within those months I was trained for a month and a half in graphic design, specialising in pre-print production. After the training period I was covering in a print warehouse for my trainer as he travelled overseas. My position was to design all of the pre-press work and sent it for final print. I was within my own workspace and the onlygraphic designer for my remaining work placement period. This position expanded my knowledge on pre-print, developments of printing plates and the final stages of print. I was fortunate in the ability to liaise with customers and my colleagues if any help was required.

Extracurricular Activities

Student Ambassador for Boxhill institute - 3 Years

2017 Box Hill Institute Student representative/scholar for Exchange program to Singapore

Assistant organizer of BHI XO event

Box Hill Institute Student of the Year runner up 2018

Box Hill Institute Virtual Exchange 2020 participant

General Interests

Learning new skills
Photography
Travel

Hard Skills

Illustrator



Indesign



Photoshop



Photography



HTML/CSS



Soft Skills

Team Leadership



Problem Solving



Collaboration



Communications

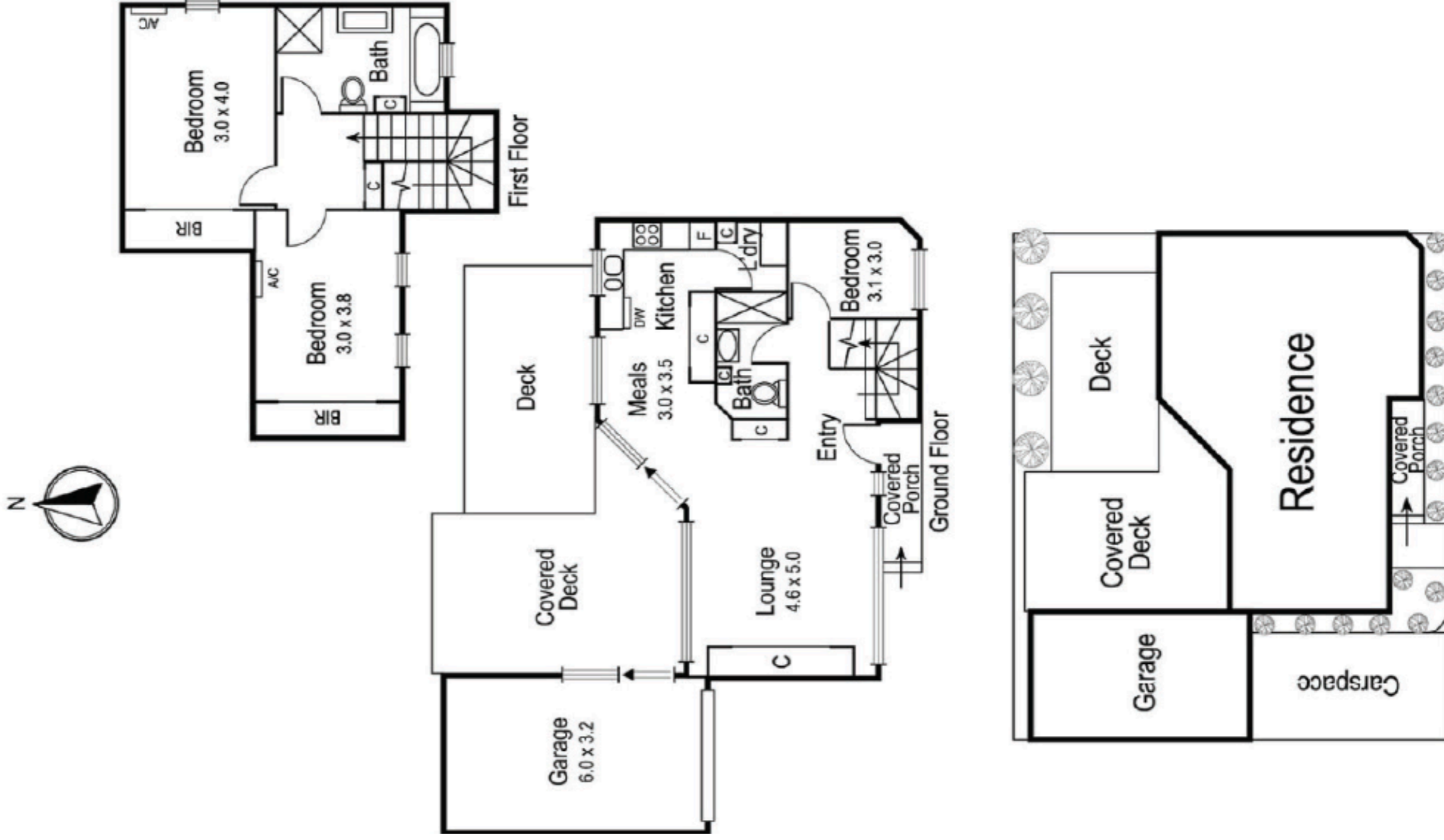


Creativity Technology



Floor Plan for Miles Real Estate Property Sale

Programs used - Adobe Illustrator



TOWBAR MANUFACTURED BY:
MaxiTRANS
AUSTRALIA PTY. LTD.

PART No. ADR 62 COMPLIANCE (CRN)

VIN SERIAL No.

ATM (TONNE) D-VALUE (kN) VERTICAL LOAD (kN)

PNNo 112412

CEM INTERNATIONAL		— 63 – 65 MAFFRA STREET, COOLAROO, VICTORIA, AUSTRALIA 3048 — Phone: 61-3-9309 4822 — Fax: 61-3-9309 0069 — E-mail: cem@cem-int.com.au	
DESCRIPTION	NH3 NURSE TANKER	HEAD MATL.	GB713-Q345R
REG. No.	VDGT	SHELL MATL.	GB713-Q345R
DESIGN No.	V1702739	MANUF. DATE	
SERIAL No.		TEST DATE	
DESIGN PRES.	1750 kPa	RETEST DATE	
TEST PRES.	2500 kPa	EST. TARE	6550 kg
DESIGN TEMP.	-33 TO 50 °C	NDT	FULL R.T.
CODE	AS1210	HEAT TREAT	STRESS RELIEVE
CLASS	1H	WATER CAP.	44.3 kL
CORR. ALLOW.	NIL mm	HAZARD LEVEL	B
DESIGN COL.	WHITE	SURF. AREA	88 m ²
NO WELDING OR HEATING TO BE PERFORMED ON THIS VESSEL WITHOUT APPROVAL OF A COMPETENT BODY			

CEM INTERNATIONAL	FLEET No.	<input type="text"/>
TANK MANUFACTURER		CEM INT.
TANK MANUFACTURE DATE		<input type="text"/>
TANK SERIAL NO.		<input type="text"/>
MAX. ALLOWABLE WORKING PRESSURE	1750	kPa
TEST PRESSURE	2500	kPa
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TANK CAPACITY	44.3	kL
MAX. MASS OF DANGEROUS GOODS	24.5	Te
MAX. TRANSPORTABLE VOLUME	44.3	kL
MAX. GROSS MASS OF TANK	31.05	Te
NAME OF COMPETENT AUTHORITY	WORKSAFE VIC	
DANGEROUS GOODS APPROVAL No.	VDGT	
INITIAL HYDROSTATIC TEST DATE	<input type="text"/>	
ADDITIONAL HYDROSTATIC TEST DATES	<input type="text"/>	<input type="text"/>
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LAST HYDROSTATIC TEST WITNESSED BY:	<input type="text"/>	
VEHICLE CONSTRUCTION STANDARD(S)	AS1210 A52809.1 & 3	
HOLDING TIME	NA kPag	TO NA kPag @15°C
	NA days	

T-Artist Work Samples

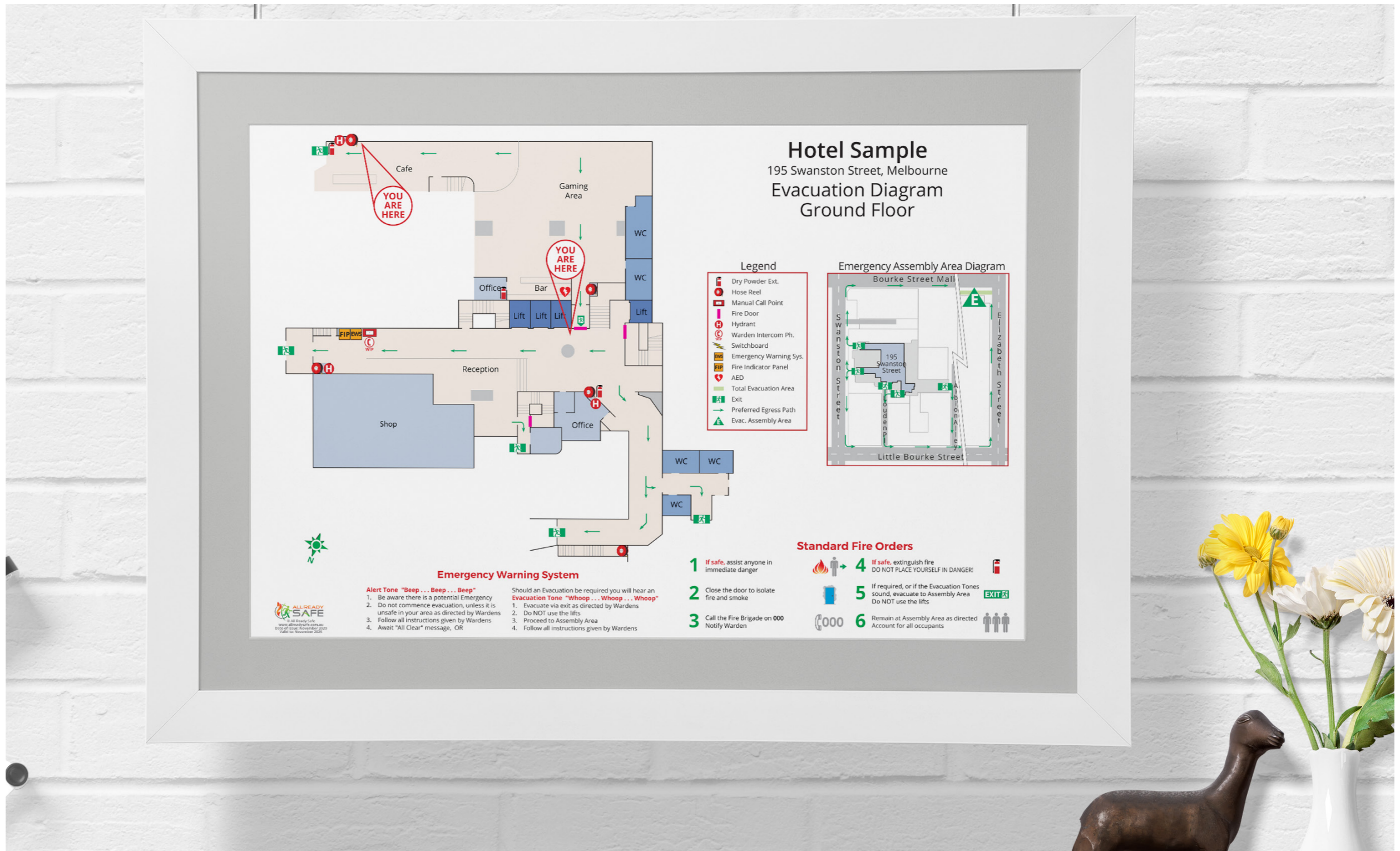
The above work is from my time at T-Artist, contracted to Action Labels & Nameplates. The above was cut and printed on aluminium to install onto different surfaces such as Trucks or other vessels.

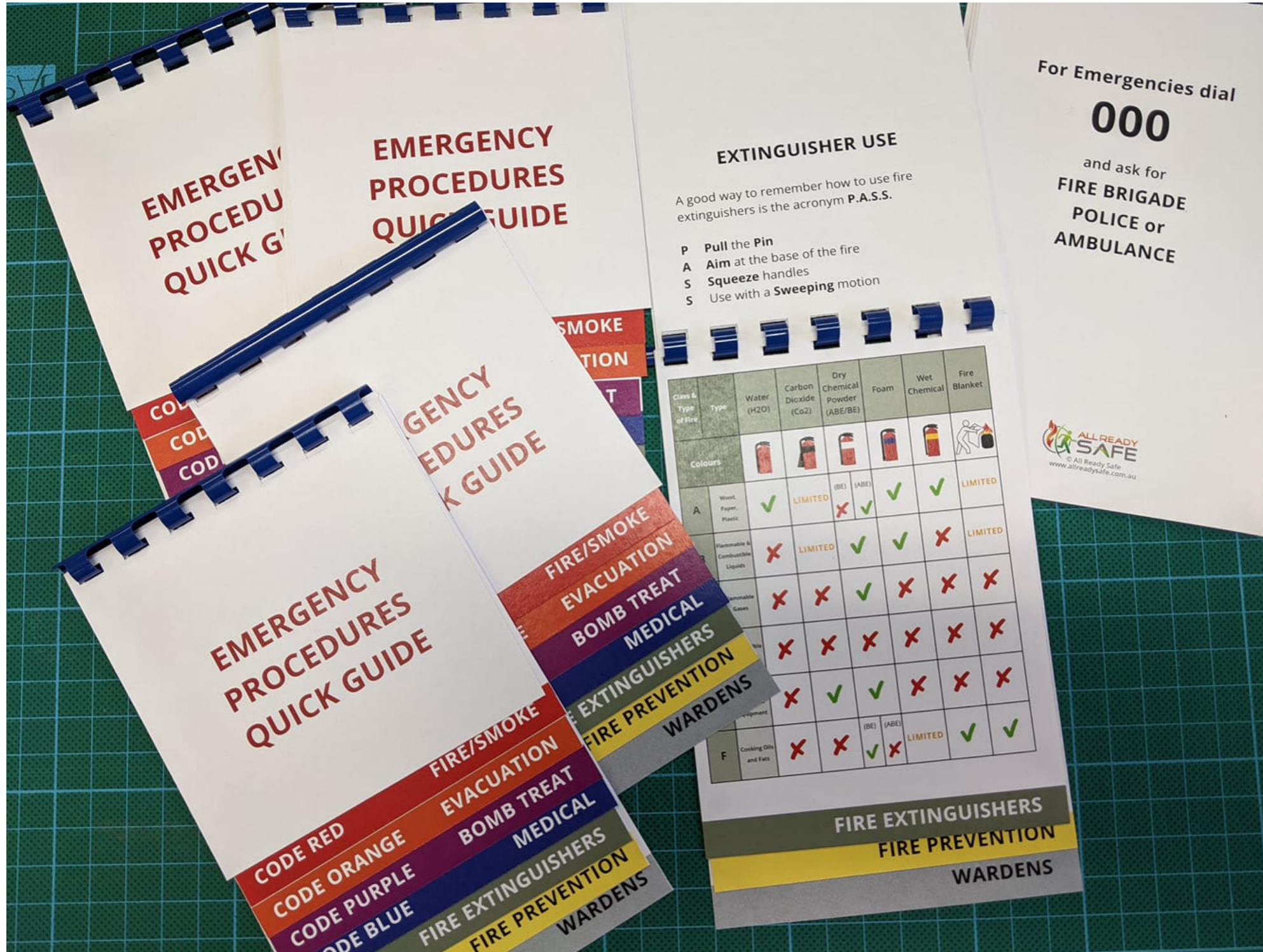
Programs used- Adobe Illustrator

All Ready Safe Work

A sample of an Evacuation Diagram made for a Hotel in Melbourne. The Evacuation Diagrams are all designed to the AS-3745-2012 specifications.

Programs used- Adobe Illustrator, Adobe Photoshop





EMERGENCY PROCEDURES GUIDE

STANDARD FIRE ORDERS

- If safe, assist anyone in immediate danger
- Close the door to isolate fire and smoke
- Operate Manual Call Point
Call the Fire Brigade on **000**
- If safe, extinguish fire
DO NOT PLACE YOURSELF IN DANGER!
- If required, or if the Evacuation Tones Sound, evacuate to Assembly Area
- Remain at Assembly Area as directed
Account for all occupants

CODE RED FIRE/SMOKE

MEDICAL EMERGENCY

- Check area for immediate danger to yourself or to the casualty.
- If necessary and safe to do so, remove casualty from immediate danger.
- Ring Ambulance 000, and state type of emergency and location.
- Commence First Aid CPR, if competent to do so.
- Remain with casualty until Ambulance arrives.

INDICATIONS TO COMMENCE CPR:

- The absence of clear airway
- The absence of breathing
- The absence of circulation

RATES OF RESUSCITATION

- Adult: 2 initial breaths
- 30 compressions to 2 breaths
- Continue CPR (30:2) until help arrives, or casualty recovers

CODE BLUE MEDICAL

ARMED HOLD-UP INTRUSION/THREAT

IF YOU ARE CONFRONTED BY AN ARMED INTRUDER:

- Follow instructions, do no more/less than you are told
- Try to remain calm
- Do not take any action to excite/anger the intruder
- Do not volunteer information that is not demanded
- Be observant

WHEN THE INTRUDER DEPARTS: DO NOT GIVE CHASE

- Note the means and direction of the intruder's departure
- Complete Armed Hold-Up Check List
- Advise police with details of the incident - include: name, address and nearest cross street
- Maintain crime scene, do not touch or move anything, tape off area
- Ensure witnesses do not leave the scene

CODE BLACK THREAT

IF A THREAT IS RECEIVED

If you are confronted by an aggressive resident/patient:

- Try to stay calm
- Remove yourself and others from harm

CODE GREY VIOLENCE

BOMB THREAT PROCEDURES

IF YOU RECEIVE A THREAT BY TELEPHONE:

- You must remain calm. Try to establish with the caller where the bomb is placed, time of detonation, and why you are the target.
- Fill in your Phone Threat Checklist.
- Do not hang up, even if the caller does.
- Dial 000 and advise Police of details of the threat. Also advise your Chief Warden.
- Police may attempt to trace call.
- Instigate a 'Code Purple' announcement to summon all staff to the Main Emergency Control Point. The Chief Warden will, after consultation with Police and management, organise a search, or alternatively, evacuate the premises if necessary.

RADIOS MUST NOT BE USED DURING A BOMB THREAT

IF YOU FIND A SUSPICIOUS OBJECT:

- DO NOT TOUCH IT
- Dial 000 and advise Police of details of the suspected object.
- Advise your Chief Warden.
- Commence Evacuation Procedures - Code Orange
- Follow instructions given by your Chief Warden/Police.

CODE PURPLE BOMB THREAT

EVACUATION PROCEDURES

THREE STAGES OF EVACUATION:

- Room of origin. Shut door.
- Compartment (Smoke Zone) of origin.
- Removal of occupants from building to Assembly Area.

- Evacuate laterally away from the fire one room at a time. **CLOSING DOORS BEHIND YOU**
- Evacuate, through the Smoke Doors to the next safe zone, if safe to do so.
- DO NOT USE THE LIFT** - immobile residents can be assisted as required.
- NO WHEELCHAIRS NEAR FIRE ESCAPES**
- As the zone is cleared search toilets, storerooms and all other areas to ensure total evacuation.
- ENSURE THE CORRIDOR SMOKE DOORS ARE CLOSED**
- Account for all occupants.
- Await advice on further evacuation.
- Report to Chief Warden when zone clear.

CODE ORANGE EVACUATION

CODE YELLOW GAS LEAK

ENSURE NO NAKED FLAMES OR SPARKS ARE PRESENT

- Arrange to turn off main gas supply if safe to do so
- Notify Fire Brigade, Gas Company, and Ambulance if required
- Establish scope of the emergency and whether safe and speedy containment is achievable, if in doubt commence Evacuation
- Evacuate upwind away from the Emergency
- Ensure any injured persons are removed to safety and that no others are exposed to risk of injury
- Liaise with Emergency Services on arrival and assist as required.

HAZARDOUS MATERIALS

- Consult MSDS for safety and First Aid information
- Approach with caution from upwind to establish scope of Emergency
- Contact Fire Brigade, give all details - name, HAZMAT/Class No. etc
- Consider containment measures if safe
- Evacuate upwind if required

CODE YELLOW GAZ/HAZMAT

All Ready safe Work

This is two versions of Emergency Procedures Guides made for All Ready Safe clients. These have been simplified and ensured it is easy for those requiring them promptly in an emergency.

Programs used- Adobe Illustrator, Print

Beer Bottle Labels

Beer bottle labels based off of Australian mountains. In a set of 4 as a an Australian gift pack.

Programs used - Adobe Illustrator

Our Story...

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Our Story...

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Our Story...

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Our Story...

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Beer Bottle Mock Ups

Beer bottle labels based off of Australian mountains. In a set of 4 as a an Australian gift pack.

Programs used - Adobe Illustrator, Adobe Photoshop



Photography

This image is taken in Hoi An, Vietnam. It features a woman who works in the fields picking lemongrass to sell at market.



Photography

This image is taken in New Zealand at Lake Hawea



Photography

The three works are ranging from the fields in Hoi An, Vietnam, and the city in Singapore.



Photography

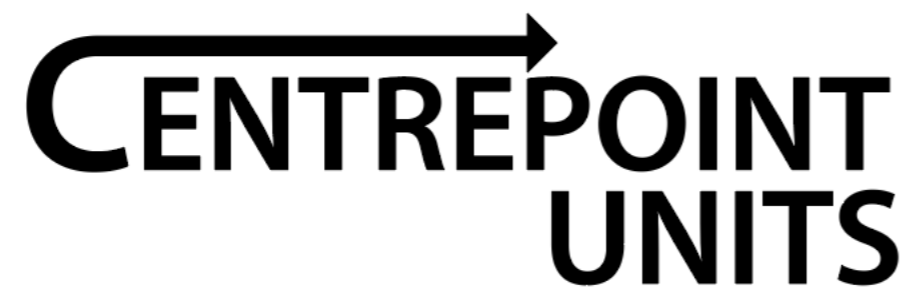
This image is taken in Ha Noi, Vietnam, along the famous railway along the residential area.



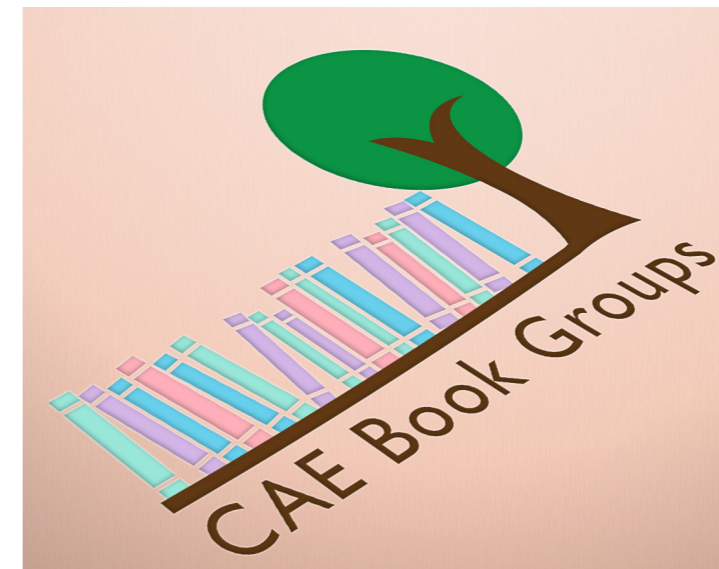
Design Concept for EMR Lawyers



Client loogo for a myotherapist



Logo for an accommodation service in Heidelberg, Vic



Design idea for CAE Book Groups, Box Hill Institute



**Portland Bay
Brewery**

Basic Logo for a mock brewery company



Logo for a mock Beer company



Hunting for Design Stationary Set

A basic Stationary set for Graphic Design freelance Business

Programs used- Adobe Illustrator, Adobe Photoshop

HUNTER
GRAPHIC DESIGN

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