

Curriculum Vitae

Sarah Lisa Goldblatt

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sarah@sarahgb.com / sarahgb83@hotmail.com **Online Portfolio:** <http://www.sarahgb.com>

Nationality: British

Languages: Native English, Advanced Spanish

Profile:

A highly motivated, customer focused, IT / Web / Multimedia professional. Excellent communication, interpersonal, and leadership skills. Strong analytical and troubleshooting skills. Effective at conceiving and initiating new ideas and strategies. Ability to think critically and objectively in all situations. Superb time and project management skills. Ability to work productively with a wide range of people but can also work well independently. An enthusiastic team player, who works well under pressure, is extremely focused, and is able to deliver high quality of service within tight deadlines.

I have independently travelled and worked throughout Europe, Australasia, The Americas, Asia and the Middle East, which has given me the opportunity to gain a good understanding of different cultures and values and acquire a broad outlook to life.

Technical Skills Summary:

Languages: HTML, CSS, JavaScript, PHP, MySQL, AJAX, DHTML, jQuery, MooTools, CGI, Flash ActionScript.

Web/Design/Multimedia Software: Dreamweaver CS3, Macromedia Studio CS3: Flash CS3, Fireworks CS3, FreeHand CS3, Adobe Photoshop, Adobe After Effects, Adobe Premiere Pro, Adobe Illustrator, Adobe InDesign, Adobe ImageReady, Microsoft Publisher, SwishMax, 3D Studio Max, Maya Unlimited 6, 7 & 8, Final Cut Pro, Illusion, Icarus.

Web Applications/CMS: Wordpress, Joomla

General Skills/Platforms: Browser Compatibility, Windows 95/98/2000/XP/VISTA/NT4, Mac OS 9.x & OS X.x. Typing 65w.p.m, Audio Typing, Data Entry, MS Project, PowerPoint, Excel.

Education:

- **Diploma in 3d Computer Graphics and Animation** (Maya)
Computer Graphics College, Sydney, Australia *October 2003 – July 2005*
This course has trained me in the skills and technologies used in the computer graphics, multimedia and digital animation industry. The course taught a wide range of skills based around using the 3D computer animation software, Maya.
- **PostGraduate Diploma in Information Technology**
Loughborough University, UK *2001*
This one year conversion course trained me to have an adept understanding of the fundamental elements of Information Technology. The course covered an array of subjects including modules in Programming (C/C++, Java, HTML), Data Communications, Object Oriented System Design (UML etc), Human Factors, Multimedia Internet design, and Management.
- **BSc Hons Degree in Social Policy and Administration**
Loughborough University, UK *1999*
This course has trained me in the skills needed to deal with and understand major social problems and contemporary issues confronting our own, and other societies. The course covered a variety of subjects including modules in media and communications, sociology, psychology, economics, and politics. For success, the course required a great deal of commitment and a trained analytical mind.

Training Courses:

- **Certificate in 3D Studio Max** (modelling, materials & animation)
Cavendish College, London, UK 2002
- **Certificate in Flash MX - Introduction**
Major Training, London, UK 2002

Employment:

Freelance Web/Multimedia Consultant

Sarahgb.com

May 2009- Present

Currently providing freelance web/graphic design and development services for clients in Australia and the UK. Projects include:

June 2009 – August 2009: Georgiecharter.com: a multi-currency e-commerce notebook handbag store. Responsible for the site design and customised coding of the e-commerce system. Responsible for the printwork of the companies stationary, business cards and e-flyers.

Web/Multimedia Manager

Spanton Media Group, Sydney, Australia

January 2008- May 2009

Sole web designer/developer responsible for the design, development and management of the company's various websites representing their exhibition trade shows and magazine publications in Australia and NZ. Sites are designed, coded and developed using HTML, CSS, PHP, JQuery, Flash and Actionscript. Software used includes Photoshop, Illustrator, Dreamweaver and Flash. Responsible for the design & production of the new 4Bars.com.au Portal, based on a PHP CMS system which I have adapted and configured to meet the projects requirements. The site launched mid February 2009. Responsible for creating and deploying the various weekly e-newsletters for the company's different products and exhibitions. Banner and advertisement creation. Online content editing. Creating an online voting and registration system for the company's national and international award voting and trade show registration using PHP and MySQL. Providing SEO and website analytics / statistical data. Training of staff to utilize the CMS. Other websites completed include www.barshow.com.au, www.barshow.co.nz and www.pubshow.com.au. I have also been heavily involved in graphic design projects for the company's magazines, print publications and material for their events and exhibitions. I was also responsible for video editing for the Sydney BarShow and Australian bar awards. I also provide occasional on-site Networking and Desktop support for the company as and when needed through MS Exchange server & Active Directory.

IT Consultant

Goldfish Productions Ltd., London, UK

October 2007- Dec 2007

Provided I.T. Systems and Network Administration. Working on an infrastructure relocation project and providing Desktop and Networking support through Goldfish Productions for a Property Development Company located in the West End of London. Overseeing the I.T. and Network administration when the company moved a number of their divisions to a different location. Wireless network configuration. Provided Troubleshooting advice along with Network and Desktop support to staff. Updating the computer systems and training for several of the staff on Vista and Office 2007.

Web Developer / Designer

Doyouwantababy.com, London, UK

June 2007 – Oct 2007

Design and Development of a PHP based introduction/social networking website based on the concept of co-parenting <http://www.doyouwantababy.com>. Also responsible for the graphic design of logo, brochures, business cards, posters and banner. Technologies used include HTML, CSS, Flash, and PHP.

Web Developer / I.T. Systems Administrator

Curzon Investment Properties/Portman Management S.L., Barcelona, Spain

Nov 2006 – June 2007

Responsible for the website design, development and systems administration. Creation of websites for a number of financial and property companies managed by the company. Other tasks included developing a database using MS Access to enable the company to transfer their

clients from paper to electronic form. Administering the online trading systems used by the company to keep track of stocks and payments. Logo and website design and development for The Graffiti Gourmet Grill <http://www.thegggweb.com> – a new Barcelona based restaurant the company was planning to open. Portman Management S.L ceased trading in July 2007.

Multimedia and I.T. Systems Administrator
BME Global, Barcelona, Spain

April 2006 – Nov 2006

I was responsible for the Web Design / Multimedia Development and I.T. Systems Administration in a part-time capacity for this conference event Production Company located in Barcelona.

Responsibilities:

- Web Design and Re-Development of the company website www.bmeglobal.com
- Web Content Administration / Web Analytics
- Brochure, promotional material and Mailshot print design and production for the companies events
- Setup of automated reply system for brochure registration through the companies website
- Windows Server 2003 Support and Administration
- MS Exchange Mailbox server support and configuration using Active Directory
- Selection, purchase & installation of computer hardware, printers & laptop computers
- Desktop support and training
- Hardware/System Support.
- Maintenance and monitoring of the IT environment.

IT Consultant / Web Designer/ Web Developer
Goldfish Productions Ltd., London, UK

August 2005 – May 2006

Provided computer and website support and solutions for company clients. I assisted in various Networking and Hardware/Software support and implementation projects as well as a number of Website Design and Development project implementations and maintenance. Client projects included providing IT Network and Hardware support for Frogmore Estates PLC, and website development for the Canarvon Group, London (Integrated the new online booking system and check availability function into the existing Rathbone Hotel website) and website design and development for Mobstar Studios, UK as detailed below.

Mobstar Studios, Brighton, England, UK

August 2005 – Nov 2005

I was employed remotely to design and develop the website for a media production company located in Brighton, UK. Website can be viewed [here](#) (no longer live due to recent changes in company formation). The website was developed using Macromedia Flash and incorporated a Content Management System to enable the staff to make changes to the text, gallery and movie files as and when they required. I was also involved in developing the websites and viral marketing campaigns for the company's products.

3D Maya Modeller/Texture Artist/Lighter/Composer
Bone\$ - Flatline Records, Sydney, Australia

June 2005 – July 2005

3d Computer Graphics Artist for the debut music video of the Australian hip hop artist, Bone\$. The video incorporated 3D Computer Graphic elements along with live action footage and bluescreen footage. Tools used included Maya 6.5, Photoshop, Final Cut Pro, and After Effects. The video was accepted into the Contact '05 music video exhibition in Melbourne, Australia and received excellent reviews and coverage.

Senior IT Resource Consultant
Genesis IT, Sydney, Australia

August 2004 – June 2005

I initially joined Genesis IT as a Resource consultant which involved assisting account managers to successfully source, qualify and place candidates in Government and Corporate roles. I was rapidly promoted to the position of Senior Resource Consultant within a few months of joining the company.

My role as Senior Resource Consultant was to take responsibility for targeting specific Clients within the NSW Government Sector with a view to identifying new contract roles and subsequently placing candidates within these roles. Once candidates were placed, I was responsible for overseeing the contractors and ensuring that they were properly managed and extended where possible. This role required a thorough understanding of both the technical and business requirements of organisations to a level, whereby I was able to supply the most suitable candidates for any given role.

Areas in which I sourced and successfully placed candidates include ERP, Business Intelligence & Data Warehouse, Infrastructure, and Systems Development. Roles I was responsible for recruiting, ranged from Helpdesk through to Project Managers.

Travel in South America & Relocation to/Studies in Australia *March 2003–June 2004*

I left the UK in March 2003 to travel through South America, Fiji, NZ and South East Asia for 7 months before commencing the course in 3D Computer Graphics and Animation in Sydney, Australia. I studied full-time from October 2003 until August 2004 at which time I changed to the part-time evening course to complete the end of my studies, and commenced full-time employment with Genesis IT.

IT Consultant / Web Designer/ Web Developer

Sept 2001–March 2003

Goldfish Productions Ltd., London, UK

Provided computer and website support and solutions for company clients ranging from Private individuals to Large Corporations. Complete website consultation, design & development for a number of European Businesses. Sites were developed using Raw HTML Coding, Dreamweaver, Flash, Photoshop, and Fireworks. Experienced in HTML, ActionScript, JavaScript, CSS, XHTML, and PHP.

Responsibilities:

- Technical proficiency and experience in supporting desktops, laptops, server connectivity, networks, hardware and software, TCP/IP Ethernet, remote access connectivity, troubleshooting and resolving PC operational issues.
- Business requirement analysis
- Hardware and Software Support and troubleshooting
- Local Area Network support and troubleshooting
- Windows Server, Exchange and Active Directory support and administration
- Information architecture
- IT Infrastructure and physical relocation risk analysis and project
- Development of backup & disaster recovery plans - setting up and implementing a software and hardware Backup strategy.
- Windows 98/200/XP upgrades and migrations
- Security and data storage management
- Windows Batch File Programming (DOS)
- PC Training to Adults and Children using SPSS, MS Word, Excel, Powerpoint.
- Business and Website consultancy and project management
- Website Analysis and proposals
- Graphic / User Interface Design
- Website Design and Development using HTML, CSS, XHTML, Flash, PHP, Actionsript and Javascript. Website Projects included:
 - The Rathbone Hotel, London – <http://www.rathbonehotel.com>
 - The Collingham Apartments, London – <http://www.collinghamapartments.com>
 - La Chansonnière, France – <http://www.cannesvillas.co.uk>
 - GFH Couriers Ltd – <http://www.gfhcouriers.co.uk>
- Database Development (MySQL / Access / Filemaker Pro)

References

Available upon request.