

Education & Training

Adv. Diploma of IT – System Process and Improvement, NMIT, Melb 2008

Cert IV Information Technology – Programming, NMIT, Melb 2007

Cert IV Information Technology – Networking, NMIT, Melb 2007

Cert IV Information Technology – Website Design, NMIT, Melb 2005

Cert IV Information Technology – Website Administration, NMIT, Melb 2005

Cert III Information Technology – General, NMIT, Melb 2005

Advanced Flash, Melbourne School of Art, 2001

Web Design, Melbourne School of Art, 2000.

Typographic Design, St. Martins College, London, 1986.

Experimental Painting & Drawing, Camden Arts Centre, London, 1984 - 1985.

Employment History

2004-current

In 2004 Language Australia Publications evolved into CAE Press. Gabrielle's **key role** was to provide the major part of CAE Press's **desktop publishing** (DTP) requirements as well as support other departments within CAE i.e. OET - The Occupational English Test & CAE Book Group. **Key projects from January 2004 to June 2005** included: **designing and developing** the [CAE Press website](#); Designing and DTP the new quarterly journal [Australian Language & Literacy Matters \(ALLM\)](#); Designing, compiling and producing the [2004 CAE press publications catalogue](#); Designing and DTP the books [A Word on Words](#) by Pam Peters and [Spelling Well: How to improve your spelling](#) by Bronwen Hickman; **Redesigning and DTP** [Dialogue](#) the CAE Book Group catalogue.

When in June 2005 CAE Press ceased operating, Gabrielle took this **opportunity to further her interest in Web Design**, becoming a **full time student** at Northern Melbourne Institute of Tafe (NMIT). She continued providing services to the clients listed on the following page during her Information Technology studies.

ACAL – Australian Council for Adult Literacy	Newsletter – Literacy Link (Oct 2005 – Apr 2009)
Beverly Rock – 2 you	Logo (2006)
CAE	Annual Book Group catalogue – Dialogue (issues 2005 –2009)
Dave Tout – 12th International Conference of Adults Learning Mathematics (ALM)	Logo , <i>Connecting Voices</i> conference brochure , program & registration form
Deli Baker – Psychologist, Melbourne	Logo and stationery design (2007)
Dennis Sango – That PC Guy – IT Network Consultant	Logo (2007)
field (formerly DISTSS) – Organisation supporting the Disability Sector	Leaflet – database.org.au, logo – Disability Consultants , and redesign/DTP 2nd Edition Ready4Work resource kit (Mar 2009)
NMIT – Corporate Communications	Redesign inside pages Short Course Guide (issue Jan-Mar 2009)
Steph Tout – Photographer, Melbourne	Website (2007)
Swinburne University of Technology – TAFE, Workplace Skills Access	DL Leaflets promoting resources developed by Swinburne (2005–2007) 1 , 2 , 3 , 4 , 5 Booklets – It's Not a Board Game: Safe Work Practices For Plasters and Working Words in Aged Care
Uschi Felix (PhD)	Books – Accelerative Learning (2006, B5, 236pp) & Zurück zur Natur (2007, A5, 176pp)
VALBEC – Victorian Adult Literacy and Basic Education Council	Book – Reading the Fine Print

To see examples of Gabrielle's work visit www.greymatter.net.au

Previous experience

1998-2003 (Language Australia)

Gabrielle's role in the Victorian office of Language Australia was to fulfil design and desktop publishing (DTP) requirements and to assume responsibility for managing the company's website. This involved editing, graphic design and text layout; organise printing of resources; liaising with representatives from the print and multi media industries; produce advertising flyers and display ads; produce the annual Language Australia publications catalogue; desktop publish promotional materials; manage the Language Australia website and develop Internet sites for other Language Australia projects, functions and services.

1987-1998 (London)

Freelance Desktop Publisher and Designer in London for a broad spectrum of clients including magazine publishers, designers, printers, charitable organisations and various small businesses designing and producing anything from stationery, press advertisements and leaflets to newsletters, brochures, books and magazines.

Publishing companies include LAM, a weekly, A4 magazine; Time Out, a colour publication which is the largest weekly entertainment and lifestyle magazine in London; and The Builder Group which published a range of monthly and quarterly publications for the building related industry.

Computer Skills

Gabrielle's experience incorporates working in both the MAC and Windows environment using the following applications:

Adobe InDesign	Dreamweaver	MS Word
Adobe Photoshop	Flash	MS Powerpoint
Adobe Illustrator	Fireworks	MS Access
Adobe Acrobat		MS Excel
QuarkXpress		MS Visio
PageMaker		MS Project
Freehand		

Experience in working with the following scripting and programming languages:

SQL	HTML
PHP	JavaScript
ASP	XML
Java	CSS
Visual Basic	