

CURRICULUM VITAE

CATALINA WRIGHT

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CAREER OBJETIVE

To secure a position where I can utilise my skills and experience in a challenging and fresh environment within the mining industry.



SPECIALIST SKILLS

- Customer service
- Administration
- Creative design
- Cohesive teamwork
- Computer literacy
- Conflict resolution
- Cultural diversity
- Fluent in Spanish and English
- Meticulous attention to detail



QUALIFICATIONS COURSES AND CERTIFICATES

- Bachelor in Graphic Design
(Pontificia Bolivariana University, COL)
- Posgraduate in Web & UX Design
(Torres University of Australia)
- Certificate III Surface Extraction (Civil Safety AU)
- Graphic Publicity for Web Pages and Television
- The Retrospective and Prospective of Design
- C Class Driver Licence
- Forklift Licence



DEMONSTRATED ABILITIES

- Skilled and experienced mine operator and laboratory analyst with a solid background in mining environments.
- Safety conscious with strict adherence to health and safety regulations and guidelines.
- Good written and verbal communicator with superior communication, negotiation and liaison skills.
- Able to relate to a wide range of people from various cultural, professional and technical backgrounds.
- Sound computer proficiency with meticulous attention to detail.
- Solid analytical aptitude with advanced organisational, problem-solving and time-management skills.
- Able to work well under pressure and meet strict deadlines in a fast-paced environment.
- Strong team player with the ability to work unsupervised, displaying a high level of professionalism and confidentiality.

IT SKILLS

- Microsoft 365 – Excel, Word, PowerPoint, Outlook
- Creative Cloud - Dreamweaver, Photoshop, Illustrator, Indesign, Acrobat.
(Also used Flash in the past)
- HTML, CSS, and Figma
- Wordpress and E-Commerce
- PC and MAC Platforms
- Currently learning some IA applications online

WORK HISTORY

RIO TINTO WEIPA, QLD
Mine Operator

March 2017 - April 2019, June 2020 - Current

- Safely operating a range of heavy vehicles in mining environments, including haul trucks, water trucks and tool cat in the production team.
- Maintaining high standard of housekeeping on equipment and effective communicating with other operators in assisting with traffic management.

RIO TINTO WEIPA, (WORKPAC), QLD
Laboratory Analyst

May 2019 – May 2020

- Preparing and analysing production and shipping ore samples to produce timely accurate data using near infrared spectrometry for reactive silica, loss of ignition and XRF technology.
- Conducting routine reporting to a high standard.
- Experience with the use of Laboratory Information Management Systems (LIMS) particularly CCLAS.
- Ability to work independently or within a team environment performing all routine procedures and maintenance of different equipment in the Weipa and Amrun laboratories.
- Strong commitment to safety systems and procedures.

KATANA CLOTHING, QLD
Owner and Manager

August 2015 - 2018

- Overseeing daily operations, supervising and mentoring personnel.
- Customer service and liaison, building strong working relationships with key stakeholders.
- Establishing, implementing and overseeing effective systems, processes and controls.
- Inventory control including procuring, ordering, marketing and selling a range of clothing.
- Producing various reports, presentations, analyses, correspondence and documentation
- Marketing and advertising, including via social media.
- Performing as a strong leader of a cohesive team with strict enforcement of health and safety regulations.

FREELANCE GRAPHIC/WEB DESIGNER, QLD

December 2016 - Current

At present and for the last 8 years I have been working as a Freelance in various projects as a Graphic Designer, Web Designer and developer. Here is a list of a few companies I have worked for in Weipa: **Western Cape Eco Tours, Weipa Cabinets and Building, St Joseph's School, Albatros Bay Resort, Jacobson's Nursery, Prestine Pools and Yards, Boxed in Boutique.**

MAK ADVERTISING, QLD

July 2006 – October 2014

Graphic / Web Designer

JELLY WEB, METRIK SOLUTIONS, NZ & COL

Jan 2000 – June 2005

Graphic / Web Designer

Performing the following duties in the roles above:

- Delivering high quality graphic and web designs while completing various freelance contracts and projects, as well as an eight-year appointment with Mak Advertising.
- Producing creative and eye-catching designs for print, press, television and company branding.
- Customer service and liaison, building strong working relationships with magazines, newspapers and other key stakeholders.
- Project managing a range of design projects with quality control.
- Creating, updating and maintaining websites and intranets.
- Quoting and invoicing clients.
- Demonstrating a high level of creativity, professionalism and confidentiality, with meticulous attention to detail.

CAIRNS MECHANICAL AND SERVICING, QLD

January 2016 – November 2016

Administration Officer & Graphic Designer

- Delivering a high standard of administrative and financial support.
- Customer service and liaison, building strong working relationships with key stakeholders.
- Resolving complaints and enquiries.
- Data entry and database management, maintaining meticulous records
- Completing service and repair orders.
- Invoicing and quoting clients.
- Designing and producing advertising and marketing materials.
- Performing as a strong member of a cohesive team with strict adherence to health and safety regulations.



REFEREES

John Baker

Owner Film Crew NQ,

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William Borden

Crew 3 Leader - (Andoom Op)

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