#### DONNA VOICE

#### MAC OPERATOR / DESIGNER / ADMIN

6027 434 8335

• 1420 Whangaparaoa Rd, Army Bay

≥ batchicken@gmail.com

in donna-voice

#### LINK TO PORTFOLIO

#### **EXPERIENCE**

#### INTERNAL GRAPHIC DESIGNER, MARKETING, PR, OFFICE ASSISTANT

Picot & Moss, Architects of Time, Microtel & Swiss Precision Watches.

March 2005 - November 2023

[Swiss Precision Watches was sold back to the Swatch Group Switzerland about 7 years ago.]

- Responsible for the designing and maintaining of Swiss Watch companies international standards

   TAG Heuer, Zenith, Hermès, Victorinox,
  H Moser & Cie, Parmigiani, Messika, Pomellato,
  Chopard, Dior, Façonnable Eyewear, Bvlgari,
  Raymond Weil, Ebel, Ulysse Nardin,
  Frederique Constant, Alpina, Metal CH, Rado,
  Longines, Tissot, Swatch, Omega, Certina,
  Hamilton, Timberland, Mango, Calvin Klein,
  Flik Flak, Fendi, Loewe, Celine, Dior eyewear,
  Kenzo, Stella McCartney, Givenchy and Fred.
- Responsible for liaising with major publications with regards to adverts placed, positioning and design of artwork...
- Liaise with jewellers with regards for point of sale material as well as design and installation of the artwork.
- Responsible for trade show displays and promotional materials, strike ups and strike downs.

#### **EDUCATION**

#### **SECONDARY EDUCATION**

Fourways High School Year Matriculated; 1996 Senior Certificate

#### **TERTIARY EDUCATION**

Southern African Printing College (PNPITB): 30 March 1998 Technical Theoretical Module 1 Technical Theoretical Module 2 Technical Theoretical Module 3\* \*Passed with distinction

#### **CERTIFICATES**

London City & Guilds Internal Assessor Dreamweaver CS4 HTML & CSS Flash CS4 Social Media Marketing

#### **PROGRAMMES**

Adobe Photoshop CC
Adobe InDesign CC
Adobe Acrobat CC
Adobe Illustrator CC
Adobe Flash
Adobe Dreamweaver
Microsoft 365
Adobe Rush
Premier Pro
Microsoft Outlook
Microsoft Word
Microsoft Excel
Microsoft Powerpoint

- Administration and assist with costing of overall advertising and direct marketing expenses.
- Obtaining quotes, designing and organising installations of all marketing material produced for various stores, promotions etc.
- · Visualisation and design of all point of sales for all brand managers.
- · Assisting the marketing team alongside the brand managers.
- · Assisting CEO's with regard to any requests with ideas, events etc.
- · Keeping WordPress website up to date with new product and visuals.
- · Designing marketing mailers (Mailchimp) for database.
- Responsible for obtaining PR Coverage with magazines, communication press releases to the media as well as international headquarters.
- · Designing product proposals for all in-house brands.
- Assisting CEO's with day-to-day office administration, filing, calendars, flight bookings, hotel bookings, filing, schedules, personal and confidential documents, bookings, meetings for all MD's and family members, letter drafting, etc.
- · Assisting in other areas of the office such as reception, switchboard, store visits, window displays, inoffice showroom presentation & merchandising.
- · Recording, unpacking and tagging shipments of eyewear.
- · Assisting clients with repair queries both online and in person, following up on progress of repairs.
- · Client communication.
- · Maintaining healthy client and supplier relationships.

Contact : David Moss +27 82 606 1062

Jennifer Moss +27 82 606 1061 Michael Shkudsky +27 82 600 3006 Alan Shkudsky +27 82 341 1886

#### DTP, GRAPHIC DESIGNER, ADMIN, RECEPTION, SWITCHBOARD & GENERAL ALL-ROUNDER

Rainbow Scan cc April 1998 - March 2005

- Design work was extremely varied and included magazines, calendars, brochures, logos etc.
- All aspects of repro work such as play-outs to positives to an online image setter, replacing film, chromalins, drum scanning, deep-etching, retouching.
- Programs Macintosh Photoshop, Acrobat, InDesign, Illustrator, Dreamweaver and Flash.
   Programs PC Corel Draw, Photoshop and Acrobat.
- Ran the company as a senior staff member Basic Invoicing, collecting monies, orders etc.
- Oversaw the Scanner operator, Junior DTP operator and Driver.
- Responsible for Health & Safety and First Aid.
- Obtaining payments for jobs.
- · Provided training for junior apprentices.
- Small company with heavy and complex workload.
- Working to tight deadlines and long hours to ensure customer satisfaction.

Contact : Peter Hickman (Member)

Peter passed away last year, you can contact his daughter Lisa +79 277 5319 for any references



23 November 2023

To Whom it may concern:

Donna worked with us for close to 20 years. To put it bluntly, we are devastated to see her go, but wish her every success in her new life going forward.

An asset to our Company from the day she started. She is, simply one of the "beautiful people," pure quality, salt of the earth.

Her attributes include:

- An Apple wizard.
- · Creative marketing material.
- Organisational skills.
- Fanatically Loyal.
- People and communication skills.

If you are reading this, look no further, I don't believe that there is better out there!

Don't hesitate to call for anything you may wish to ask.

**David Moss** 

Picot & Moss (Pty) LTD

Jenny Moss



#### Printing Industries Federation of South Africa Suid-Afrikaanse Federasie van Druknywerhede

22 April 1998

1050 Printech Avenue Laser Park Honeydew 2040

PO Box 1084 Honeydew 2040

Telephone: (011) 794-3810

(011) 794-3953

Fax: (011) 794-3964

Printechlaan 1050 Laserpark Honeydew 2040

Posbus 1084 Honeydew 2040

Telefoon:

(011) 794-3810

(011) 794-3953

Fabs:

(011) 794-3964

Donna Sayles c/o Southern African Printing College Private Bag X7 Honeydew 2040

Dear Donna

Congratulations on being awarded joint first prize in the design competition for the PIFSA annual report.

We trust that you will use your talents and the skills which you have developed during your training at the SAPC to your best advantage and will also prove to be a valuable asset to your employer in future years.

May you prosper in your chosen career - we wish you a bright and promising future.

Yours sincerely,

Erich Kühl

Director: Commercial & Technical Services





PRINTING AND PACKAGING (ORIGINATION)

is awarded to

DONNA MARIE SAYLES

HAVING DEMONSTRATED A SATISFACTORY STANDARD IN

ELECTRONIC ORIGINATION

Awarded

AUGUST 2001

0108/843010 /854101/RSY8185/2/15/04/79/

Director-General The City and Guilds of London Institute

Industry Training Beard (In series of the Manpower Training Act. 1981)



PRINTING, NEWSPAPER AND PACKAGING INDUSTRIES EDUCATION AND TRAINING BOARD OPVOEDKUNDIGE EN OPLEIDINGSRAAD VIR DIE DRUK, NUUSBLAD, EN VERPAKKINGSNYWERHEID

#### Technical Theoretical Module Tegniese Teoretiese Module

1

#### Certificate / Sertifikaat

NUMBER / NOMMER

AWARDED TO / TOEGEKEN AAN

BORN / GEBORE

006360

DM SAYLES

79/04/15

WITH EFFECT FROM

97/09/01

MET INGANG VAN

SUBJECTS PASSED

VAKKE GESLAAG

Origination Theory I Vormbereidingsteorie I
Printers' Computer Applications I Drukkersrekenaartoepassing I
Business Studies I Handelsstudies I

Passed Module with 59 30%

Executive Director Uitvoerende Direkteur Chairman of the Board • Voorsitter van die Raad



PRINTING, NEWSPAPER AND PACKAGING INDUSTRIES EDUCATION AND TRAINING BOARD OPVOEDKUNDIGE EN OPLEIDINGSRAAD VIR DIE DRUK- NUUSBLAD- EN VERPAKKINGSNYWERHEID

#### Technical Theoretical Module Tegniese Teoretiese Module

2

Passed: with First Class

#### Certificate / Sertifikaat

NUMBER / NOMMER

AWARDED TO / TOEGEKEN AAN

BORN / GEBORE

006738

DM SAYLES

79/04/15

WITH EFFECT FROM

97/10/01

MET INGANG VAN

SUBJECTS PASSED

VAKKE GESLAAG

Origination Theory II Vormbereidingsteorie II

Printers' Computer Applications II Drukkersrekenaartoepassing II

Communication II Kommunikasie II

Passed Module with 63.60%

Executive Director Uitvoerende Direkteur Chairman of the Board Voorsitter van die Raad



PRINTING, NEWSPAPER AND PACKAGING INDUSTRIES EDUCATION AND TRAINING BOARD OPVOEDKUNDIGE EN OPLEIDINGSRAAD VIR DIE DRUK-, NUUSBLAD- EN VERPAKKINGSNYWERHEID

#### Technical Theoretical Module Tegniese Teoretiese Module

3

Passed: with First Class

#### Certificate / Sertifikaat

NUMBER / NOMMER

AWARDED TO / TOEGEKEN AAN

BORN / GEBORE

006922

DM SAYLES

79/04/15

WITH EFFECT FROM

97/11/01

MET INGANG VAN

SUBJECTS PASSED

VAKKE GESLAAG

Origination Theory III Vormbereidingsteorie III

Printers' Computer Applications III Drukkersrekenaartoepassing III

Printers' Administration III \* Drukkersadministrasie III

\* Passed with distinction Passed Module with 71.40%

Executive Director Uitvoerende Direkteur Chairman of the Board -Voorsitter van die Raad



#### CERTIFICATE

AWARDED TO

Name: Sayles D.M.

LD. No. 7904150199186



Training Manager

Date: 13/05/2000

CI No. 071

Exp. Date: 12/05/2003 Place: Germiston

Cert. no. 1645

P O Box 12260, Elspark 1418, Tel: (011) 893-4218



Reg. No. 51/00010/08

#### This is to certify that

#### **D SAYLES**

**ID** Number

790415-0199-186

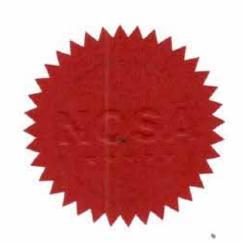
Has attended

HEALTH & SAFETY REPRESENTATIVE TRAINING COURSE

Training period

19 JUNE 2000 CENTRAL REGION GT 31/00





#### QUALIFICATION



MEDIA · ADVERTISING · PUBLISHING · PRINTING · PACKAGING SECTOR - EDUCATION - TRAINING - AUTHORITY

Accredited in terms of the Skills Development Act No. 97, 1998

This is to certify that

**Donna Marie Sayles** 

has passed a Final Competence Test in the Designated Trade

Origination

Specialised Division

**Electronic Origination** 

In accordance with standards recognised by the MAPPP-SETA Accredited ETQA body and in terms of Section 13(12) of the Manpower Training Act, 1981

Number Date Tested Date of Issue

> 2/1/001738 21 June 2001

5 July 2001

Registrar of Manpower Training

Mleunes

Chief Executive Officer



#### TA ACCRED



# MEDIA - ADVERTISING - PUBLISHING - PRINTING - PACKAGING SECTOR - EDUCATION - TRAINING - AUTHORITY

Accredited in terms of the Skills Development Act No. 97, 1998

Certificate in

# Outcomes-Based Instructional Assessment

Awarded to

## **DM Sayles**

Identity Number:

790415 0199 186

The course covered the following:

Assessment Methods and Practices Outcomes-Based Education and Training

> Registration and Administration of Learning Instruction and Assessment

Date of Issue: 16 April 2004

Chief Executive Officer





#### ACCREDITATION



MEDIA - ADVERTISING - PUBLISHING - PRINTING - PACKAGING SECTOR - EDUCATION - TRAINING - AUTHORITY

Accredited in terms of the Skills Development Act No. 97, 1998

Registration as

# **Internal Assessor**

Awarded to

**DM Sayles** 

Identity Number:

790415 0199 186

Registration Number:

IASS 0195

Date of Issue:

16 April 2004

Munico
Chief Executive Officer

FTQA Manager





#### Certificate of Achievement

This is to certify that Donna Voice

Has successfully completed a course in

DCMC and CSS

Date of completion
10 february 2010

INTOWEB (PTY) LTD TEL: +27 861 INTOWEB HTTP://WWW.INTOWEB.CO.ZA EMAIL:TRAINING@INTOWEB.CO.ZA

82 ZINNIA RD KYALAMI SOUTH AFRICA



Mayaum TRAINING CONSULTANT



#### Certificate of Achievement

This is to certify that

Donna Voice

Has successfully completed a course in

Dreamweaver CS4

Date of completion

17 february 2010

INTOWEB (PTY) LTD TEL: +27 861 INTOWEB HTTP://WWW.INTOWEB.CO.ZA EMAIL.TRAINING@INTOWEB.CO.ZA

82 ZINNIA RD KYALAMI SOUTH AFRICA

CAUTALY TRAINER



TRAINING CONSULTANT



#### Certificate of Achievement

This is to certify that

Donna Voice

Has successfully completed a course in

flash CS4

Date of completion

1 April 2010

INTOWEB (PTY) LTD TEL: +27 861 INTOWEB HTTP://WWW.INTOWEB.CO.ZA EMAIL:TRAINING@INTOWEB.CO.ZA

82 ZINNIA RD KYALAMI SOUTH AFRICA

AMOUNT TRAINER



TRAINING CONSULTANT



"By the Authority of the Academic Board of Shaw Academy"

#### DIPLOMA

in

#### Social Media Marketing

has been awarded to

#### Donna Voice

who has successfully demonstrated proficient comprehension of the Diploma in Social Media Marketing course and is therefore awarded this diploma with

GRADE: Merit

DATED: October 15, 2019

In witness whereof, the seal of the Academy is impressed upon this parchment

FRANK DONELAN CERTIFICATION OFFICER





#### **Congratulations!**



### Fundamentals of digital marketing

Completed by Donna Voice on 29 August 2024



This acknowledges that

#### **Donna Voice**

Has successfully completed and is certified in

Google Analytics Certification

Issue Date: November 15, 2024 Expiry Date: November 15, 2025

Certificate ID: 122876902





#### FOURWAYS HIGH SCHOOL

## This is to certify that

#### Bonna Sayles

#### Matriculated in the year 1996

"For I dipped into the Future, Far as Human Eye could see, Saw the vision of the world, and all the wonder that would be."

14 October 1996

HEADMASTER

DATE