

KEVIN FUTTER RESUME

CONTACT DETAILS

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OBJECTIVES

To find a challenging and rewarding position that will be both stimulating and fulfilling; a role that capitalises on existing abilities whilst facilitating the development of new skills.

EDUCATION AND ACCOMPLISHMENTS

Tertiary Education:

- BA Multimedia, Victoria University, St Albans Campus, 2001
- Majoring in Multimedia, Communication Studies and Professional Writing;

Accomplishments:

- **2002:**
 - Awarded the Fred Morton Award for Best Graduating Student in Communication Studies.
- **2001:**
 - Awarded The Copyright Centre Prize for Outstanding Achievement in Professional Writing.
 - Led a team to produce Victoria University's inaugural literary magazine, *Offset* (launched November 29, 2001);
 - Short story *Dan* selected for publication in Victoria University's inaugural literary magazine, *Offset*;
 - CD-ROM project *Slava Grigoryan* selected for screening at Victoria University's Multimedia graduation screening.
- **2000:**
 - Work exhibited at the Next Wave festival as part of the *Scary Moments* installation;
 - One of several second-year students to have work exhibited at Victoria University's Third Year Multimedia graduation screening.

DEMONSTRATED SKILLS AND EXPERIENCE

- Excellent written and verbal communication skills;
- Website development using Flash and Dreamweaver;
- CD-ROM development using Macromedia Director;
- Thorough knowledge of HTML coding;
- CSS and JavaScript skills;

- Database development using Filemaker Pro and MySQL;
- Web server management using Microsoft Internet Information Server;
- Graphics production using Photoshop, ImageReady, Illustrator and Fireworks;
- Video production using Final Cut Pro, Premiere and After Effects;
- DVD development using DVD Studio Pro;
- Desktop publishing using Quark Xpress and Adobe InDesign;
- Audio production using ProTools, Cakewalk, Sound Forge and Soundedit 16.

EMPLOYMENT HISTORY

▪ **WEBSITE PRODUCTION**

11/2003 – Current: **Designer and maintainer of musician Craig Newman’s website.** Craig Newman is one of Australia’s most respected bass guitar players. Craig required a website that would allow him to promote and sell his music to a worldwide audience. [<http://www.craignewman.com/>]

06/2001 – Current: **Designer and maintainer of musician Slava Grigoryan’s website.** Slava Grigoryan is an internationally renowned master of the classical guitar. Slava required a website that he could manage independently of his record company. [<http://www.slavagrigoryan.com/>]

08/1998 – Current: **Designer and maintainer of musician Brett Garsed’s website.** Brett Garsed is best known for his work with John Farnham and the rock band Nelson. Brett required a comprehensive website to act as an online rallying point for his fans around the world. [<http://www.brettgarsed.com/>]

06/2002 – Current: **Maintainer of Victoria University’s CMA website.** Victoria University’s Computer Mediated Art course website needs regular updating, including staff biographies, course information, upcoming events, and a staff-only area. [<http://cma.arts.vu.edu.au/>]

07/2002 – 09/2002: **WebCT Developer at Victoria University.** WebCT is a web-based e-learning tool designed to facilitate the deployment of subject curricula over the Internet. This position involved the inaugural redeployment of existing second-year Multimedia course materials into WebCT for online delivery.

Responsibilities:

- Liaising with teaching staff;
- Assessing, formatting and deploying appropriate WebCT modules;
- Sourcing and assessing appropriate online tutorials for Macromedia Flash.

▪ **TEACHING AT VICTORIA UNIVERSITY**

08/2003 – 11/2003: **Sessional Lecturer in Professional Writing.** This position involved teaching weekly 2-hour workshops for the second-year subject Publishing Principles & Practise.

Responsibilities:

- Teaching the principles of document design and layout;
- Teaching Adobe InDesign desktop publishing software;
- Assessment.

03/2003 – 06/2003:

Sessional Lecturer in Professional Writing. This position involved teaching weekly 2-hour workshops for the second-year subject Editing Principles & Practise.

Responsibilities:

- Teaching the principles of document and manuscript editing;
- Teaching editing and proofreading mark-up symbols;
- Providing an overview of basic grammar and punctuation, along with clarifying common areas of difficulty and confusion;
- Assessment.

03/2003 – 06/2003:

Sessional Lecturer in MA (Communication). This position involved teaching weekly 2-hour workshops for the postgraduate subject Hypertext and Electronic Publishing.

Responsibilities:

- Teaching the principles and practise of coding hypertext in HTML;
- Teaching Macromedia's Fireworks software for graphics production;
- Teaching Macromedia's Dreamweaver software for website production;
- Specialised liaison and tutelage with a select group of international students;
- Assessment.

08/2002 – 11/2002:

Sessional Lecturer in BA (Multimedia). This position involved teaching digital video and audio production skills to first-year Multimedia students.

Responsibilities:

- Teaching Adobe Premiere and Cakewalk software packages to Windows-based Footscray students;
- Teaching Final Cut Pro and Sound Edit 16 software packages to Macintosh-based St Albans students;
- Teaching the principles of digital video, storyboarding and narrative construction;
- Assessment.

03/2002 – 06/2002:

Sessional Lecturer in Professional Writing. This position involved teaching 3-hour workshops for the second-year subject Editing & Publishing.

Responsibilities:

- Teaching Quark Xpress desktop publishing software package;
- Teaching the principles of desktop publishing and print-based design;
- Teaching the principles of document and manuscript editing;
- Providing an overview of basic grammar and punctuation, along with clarifying common areas of difficulty and confusion;
- Assessment.

▪ OTHER ROLES

08/2003 – 10/2003:

Tutor in Multimedia Authoring at ICPP. The International College of Professional Photography (ICPP) provides certificate and diploma level courses in Photography and Multimedia. This position involved teaching Multimedia Authoring three days per week as part of the Advanced Diploma of Multimedia.

Responsibilities:

- Delivering structured lecture and tutorial material;
- Teaching the principles and practise of Multimedia Authoring;
- Teaching Macromedia Flash and ActionScript;
- Teaching Macromedia Director and Lingo;
- Assessment.

04/2003 – 06/2003:

Server Administration at Victoria University. This position involved configuring and maintaining a Windows 2000 web server for use in the Multimedia course.

Responsibilities:

- Installing and configuring software as necessary;
- Establishing and maintaining user accounts and web folders;
- Liaising with teaching staff.

02/2002 – 06/2003:

Equipment Loans Officer for Victoria University. This part-time position involved setting up and managing a new multimedia equipment loans system for the Arts Faculty at Victoria University's St Albans campus.

Responsibilities:

- Designing and implementing a paper-based booking and loans system for multiple equipment and subject categories;
- Implementing and maintaining a computer-based replacement for the paper-based booking and loans system.
- Liaising with the Equipment Users Committee on loans policy and management;
- Running the loans system 15 hours per week;
- Ensuring the equipment was in good working order.

07/2002 – 11/2002:

Work Placement Coordinator at Victoria University. This position involved coordinating Victoria University's Professional Writing work placement program as part of the third-year Independent Writing Project.

Responsibilities:

- Negotiating and organising placements with employers;
- Liaising with and placing students;
- Counselling students and addressing placement difficulties;
- Assessment.

07/2002 – 07/2002:

Audio Engineer for Victoria University (TAFE International). This project involved recording dialogue for an English-language instructional CD for Chinese business students, using ProTools digital audio software.

Responsibilities:

- Liaising with project coordinator and voice talent;
- Ensuring maximum audio quality during recording;
- Formatting, outputting and archiving digital audio files as necessary.

11/1997 – 05/1998:

Project Officer for Local Government Professionals. This position was based at a busy South Melbourne membership organisation, and reported directly to the Executive Director.

Responsibilities:

- Liaising with members;
- Attending board and working group meetings, including the preparation of agendas and the taking and production of minutes;
- Relieving the Finance Officer during Annual Leave;
- Assisting with the organisation and management of the annual conference and outdoor exposition;
- Overseeing the upgrade of the internal computer network.

12/1995 – 08/1997:

Administration Officer for Telstra. This autonomous position was based in Clayton at what was Telstra's largest computer operations centre, and reported to the General Administration team leader based at Telstra Research Laboratories in Clayton.

Responsibilities:

- Responsible for servicing 300 local and 50 remote staff.
- Timely receipt, dispatch and delivery of mail and packages.
- Management of Registry File database.
- Management, disbursement and reimbursement of a large petty cash float.
- Ordering, filling and delivering stationery requirements.
- Phone fault reporting via National Fault Centre.
- Forklift usage as required.
- Payment of invoices for expenses incurred by the performance of these duties.

REFERENCES ARE AVAILABLE AND CAN BE PROVIDED ON REQUEST.