



PERSONAL INFORMATION

Name Marta Dias

Date of birth The year of 80's

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Tel. (mobile) 07456 957 795

About me I am a very passionate person and enthusiastic with all I do and I am always looking for ways to learn and improve myself and always keen to go above and beyond. I have great organisational skills, can work under well under pressure and will always do my best to meet all deadlines to the best of my abilities. I thrive on challenges and can deal very well with difficult situations while remaining calm and professional at all times



EDUCATION

Present **BDEG-HON Games Technology**
Bournemouth University

2015-2016 **Foundation Certificate in Computing**
International College - Bournemouth

2008-2010 **Communication & Multimedia Design**
ETIC - Escola De Tecnologias Inovação E Criação - Lisboa, Portugal



EXPERIENCE

2013 - Present **Receptionist - TRAVELODGE HOTELS LTD.**
Duties included check-ins, deliveries, stock, Team management, customer care and Financials.

2010 - Present **Graphic Designer & Videographer - FREELANCE, VARIOUS**
Worked on numerous projects in Portugal and the UK, both as part of a team and independently, ranging from print design & layout to web design and coding, animation design to assistant editing.
Currently doing graphic design freelance

2010 - 2012 **Bar Manager - ON STAGE, FRIENDS, PURO LOUNGE, 7OCÉU Bars, Lisbon, Portugal.**
Duties included customer care, staff training & scheduling, events management, purchases & accounts, cash reconciliation and promotional material.



KNOWLEDGE

Software

<u>Production tools:</u>	<u>Production tools:</u>	<u>Office tools:</u>
Atom Sublime Visual Studio	Autodesk 3ds max Autodesk Maya	Microsoft Office
Adobe Photoshop Adobe Illustrator Adobe InDesign Adobe AfterEffects Adobe Premier Adobe Lightroom Apple Final Cut Pro	Substance Designer Substance Painter Unreal Engine Unity Tracktor	<u>Hardware:</u> Mac & Pc user Canon EOS

Skills

Project Planning	Procedures	Staff Management
Web Design / Programming	Animation	Graphic Design
Print & Web Layout	English / Portuguese Translations	Illustration
Photo Manipulation	Photo Restoration	Drawing

Interests Photography, Music, Films, Graphic Design, Digital Art, Tech, Gadgets & Gaming, Travelling and Fashion Design.



REFERENCES

Available as per request

Sincerely,


Marta Dias
Bournemouth, UK, 2018