

# KELLY HUGHES

Graphic designer / Website Design



## Summary

I am a mature, positive and motivated individual. I always aim to achieve the best results from any given task. I have excellent communication skills and I have the ability and experience to relate to a wide range of people. I work well alone and also as part of a team. I enjoy learning new skills and taking on new challenges. I work well under pressure and have the ability to multi-task. I have over five years' experience in a busy community centre. Strong reception skills, managing WordPress website, scheduling meeting rooms and calendar on booking system, creating and scheduling posts on social media ensuring an overall positive experience for all members and visitors. Looking to join an organization that will make best use of skills and allow to develop them further.

## Education

Technology Univeristy Dublin Currently completing my Honours degree  
Level 8 in Creative Digital Media  
2021-Present

QQI Major Award Level 5 in Digital Media Technology  
2020-2021

FETAC Level 4: Major Award in Information Technology Computer skills.  
2015

## Work Experience

Receptionist- Mountview, Fortlawn Community Centre  
2017-Present

- Key holder
- Creating social media pages, content, posters for events, scheduling posts, updating booking system, updating website.
- Managing office administration; cash payments, filling and accounts
- Deal with enquiries from a wide range of users
- Act as a focal point for information and communication between users and others service partners
- Ensure reception area is neat and tidy at all times and conforms to the highest standards of customer care

## Contact

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- 🌐 <https://kellyyvonnehughes.com/>

## Skills

- Microsoft Office
- Proficient in Adobe Suit
- Creative Cloud
- Illustrator
- Web Development | Designing
- Coding HTML CSS
- JavaScript
- Github
- Figma skills
- Designer Process
- Studio Photography
- Image Production
- Film Making
- Excellent Teamwork skills
- Very confident
- Highly organized person
- Excellent communication skills
- Excellent time management skills
- Highly creative, ability to plan and organize events
- Honest, obliging, reliable and diligent in the performance of all my duties

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## Work Experience

Bar Person/Off Licence/ Sever- Salmons Public House  
2010-2020

- Regularly creating cocktails and taking photos for social media.
- Front of house customer service,
- Dealing with and resolving customer complaints,
- Taking orders and cleaning duties.
- Cash handling and use of cash registers.
- Regular stock taking for both the off license and lounge/bar.
- Serving customers in both off license and lounge/bar, pouring drinks, pulling pints.
- Floating tills in the morning and the night and doing drops throughout the day.

Dunnes Stores - Homewares  
2016

- Customer service
- Use of cash register
- Knowledge of merchandise
- Merchandising

## Achievements

Nominated for magazine of the year  
student awards. 2023

## Interests

Art and Design. Site seeing and  
photography. Volunteering at local  
community projects.

## References

Available on request.