

JONI TUSON

WEB ADMINISTRATOR & CONTENT CREATOR

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PROFILE

Adaptable professional with 14+ years of proven experience of web content experience. I have learned how to make an impact in both print and on screen, using varied software and visual techniques. I aim to leverage my skills to successfully fill a role within Web Content and Social Media Administration.

EXPERIENCE

WEB ADMINISTRATOR AND CONTENT CREATOR

FIREFLY ELECTRIC

August 2010 – Current

Web administration creating web content using industry standard & bespoke CMS. Design, illustration, website editing and creation. Branding and corporate ID. Creative Direction of all branding work & magazine layout.

VOLUNTEER BEFRIENDER

PONTEFRAC T LIVE AT HOME CHARITY

February 2020 – Current

Call a rotating list of shielding elderly clients during the COVID 19 period. Assess whether the clients have enough food and basic supplies. Assess mental health of Clients and engage in friendly chat.

VOLUNTEER SOCIAL MEDIA ADMINISTRATOR

OXFAM WASTESAVERS

February 2019 - October 2019

Social Media (Facebook, Instagram) updates and media creation. Design of posters, flyers & videos. Clothes sorting, creation of props for stalls and festivals. Banner and prop creation for festivals and stalls.

EDUCATION

WAKEFIELD COLLEGE, WAKEFIELD

GCSE Maths Candidate (Expected Graduation July 2021)

WAKEFIELD ONLINE LEARNING, WAKEFIELD

Understanding Nutrition and Health (Expected Graduation October 2020)

SKILLS TRAIN. CIW, WAKEFIELD

Diploma in Web Advancement (July 2012)

CITY VARCITY, SOUTH AFRICA

Diploma in Multimedia and graphic design (July 2000)

PROFESSIONAL SKILLS

WEB ADMINISTRATION

ADOBE SUITE

HTML/CSS

AUDIO

VIDEO

WORDPRESS

PERSONAL SKILLS

FLEXIBILITY

CREATIVITY

TEAM WORK

HARD WORK

LEADERSHIP

REFERENCES

Available on request