

Personal Information

Name: Troy Thornton
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Police check: Issued 11/01/2008

Important Skills

Excellent computer literacy
Competent with:

- Microsoft Office XP
- Adobe Photoshop, After Effects and Encore
- Autodesk Maya 2008 and Mudbox

High level verbal and written communication
Excellent telephone manner
Extensive public contact and excellent customer service manner

Employment History

October 2008 – November 2008

Company: Holopoint Development Studio, Adelaide

Voluntary Position: Character designer

Duties

- Design main character for X-Box Live Arcade demo
- Develop model sheets for character modeller
- Follow brief and style guide

March 2008 – April 2008

Company: TAFESA, Tea Tree Gully Campus

Contract Position: Instructor

Duties

- Communicate with students effectively to impart knowledge of subject
- Troubleshoot problems and answer questions

March 2005 – March 2008

Company: Subterfuge Media, Adelaide

Casual Position: Mobile Advertiser

Duties

- Scooter transit for trailer billboard advertising
- Provision of free samples/leaflets to high traffic pedestrian areas

September 2005 – February 2006

Company: Subterfuge Media, Adelaide

Part-time Position: State Operations Manager

Duties

- Co-ordination of sufficient and appropriate staff for advertising campaigns
- Liaise with staff and provide relevant information for effective campaign execution
- Recruitment of suitable staff
- Training of riders and lead riders

- Ensuring scooters are cleaned, maintained and prepared for advertising campaigns
- Maintenance of wage details and provision to Business Manager

August 2000 – February 2001

Company: Department of Human Services – Family & Youth Services, Adelaide

Contract Position: Supervisor, Emergency Services Levy Concessions

Duties

- Supervision of data-entry staff
- Design, implementation and maintenance of client database
- Design of application form, presentation to Senior Financial Counsellors and adjustment based on feedback
- Computer literacy in Microsoft Office (Word, Excel) and purpose-built database
- Processing of applications for concessions on the Emergency Services Levy (Fixed Property)
- E-mail updates and telephone information regarding procedure for Family & Youth Services District Centre staff
- Liaising with other Government agencies
- Informing clients via telephone and written correspondence

June 2000 – August 2000

Company: Department of Human Services – Family & Youth Services, Sturt

Contract Position: Community Support Worker, Marion District Centre

Duties

- Informing clients of procedures for financial assistance
- Client referrals to other agencies for financial assistance
- Assisting clients with contact of debtors and service providers in other agencies
- Assisting clients with applications for concessions
- Use of Client Information System for retrieval of past client contact
- Maintenance of client confidentiality

June 1997 – June 2001

Company: Department of Human Services – Family & Youth Services, Adelaide

Contract Position: Administrative Services Officer, Family and Youth Services

Duties

- Processing of client applications for concessions on utilities and rates
- Issuing of Transport Concession Cards and State Concession Cards
- Informing clients of procedures and eligibility for application of concessions
- Telephone and e-mail contact with various agencies and clients regarding concessions

June 1990 – April 1991

Company: Port Lincoln Skindiving and Surfing Centre, Port Lincoln

Part-time Position: Retail Sales/Customer Service

Duties

- Sales and customer service
- Cash-handling
- SCUBA tank refills

Work Experience & Volunteer Work

August 2008 – current

Company: Red Cross Blood Service, Currie Street Donor Centre

Volunteer Position: Refreshment Area Assistant

Duties

- Serving of food and drinks to blood donors
- Table-clearing and general tidying of refreshment area
- Refrigerated stock rotation

January 2007 – February 2007

Company: Sailmaster Tavern, North Haven

Casual Position: Drive-through Bottle Shop Attendant

Duties

- Cash-handling for retail sales
- Customer service and telephone enquiries
- Shelf re-stocking
- Assistance to bottle shop manager for stocktake

Education

2006 – 2007

Institution: TAFE Tea Tree Gully, Modbury

Qualification: Advanced Diploma of Screen (Game Art)

2002 – 2005

Institution: University of South Australia, Underdale & City West campuses

Qualification: Bachelor of Visual Arts (New Media)

1992

Institution: Marden Senior College

Qualification: Matriculation

Referees

Joel Milne (Business)

3D Game Artist – Holopoint Development Studios, 83 Currie Street, Adelaide

Phone (BH): (08) 8410 4666

Mark Wilson (Business)

Lecturer, Digital Media Design – TAFESA Tea Tree Gully, 100 Smart Road, Modbury

Phone: (08) 8207 2773 or 0408 807 250

Matthew Pettit (Business)

Business Manager – Subterfuge Media, 85 South Road, Hindmarsh

Phone (BH): (08) 8346 0666

Lachlan Hutchison (Personal)

Phone: 0408 356 833