

# Jordan Buitendyk

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## EXPERIENCE

### Artech Print, Manukau Auckland — *Pre-Press*

SEPTEMBER 2018 - PRESENT

- Liaising & helping with customers in person, phone & email.
- Preparing & submitting quotes (via Enterprise).
- Preparing & making CTP plates for multiple presses.
- Originating & preparing jobs for print (Digital, Wide Format & Offset).

### Inkspot Print / Pushprint, Auckland — *Pre-Press / Printer*

MARCH 2006 - SEPTEMBER 2018

- Preparing, submitting quotes & tenders.
- Digital printing & preparing plates for press (Fuji52).
- Bindery finishing (cutting, padding, laminating, collating & bookbinding).
- Preparing jobs for production (Quoteworks) & ordering stock.
- Preparing signwork for print (Versaworks & Roland VersaCamm Press).

### Briscoes, Papakura, Auckland

MARCH 2003 - MARCH 2006

- Head of Homeware, Electronics & Outdoor departments.
- Key holder & second in charge.
- Customer service, taking telephone orders & resolving customer queries, issues & complaints.
- Ordering stock from established brands.
- Inwards & Outwards goods handling.
- Cash handling skills.
- Retail merchandising & promotional set-ups.

## COMPUTER SKILLS

Adobe Photoshop – Advanced

Adobe InDesign – Advanced

Adobe Illustrator – Advanced

Windows/MacOS – Advanced

Versaworks – Intermediate

Enterprise – Intermediate

## PROJECTS

### Envoco Job App

Project Lead for the Envoco  
Job Application App

### Envoco.co.nz

Project Lead for Envoco.co.nz

### Design

Logo and Poster Design for  
the Palmerston North  
International Comedy Festival

## EDUCATION

### **Print NZ — Apprenticeship**

2010

- National Certificate in Digital Processes for Print Level 4
- National Certificate in Digital Processes for Print Level 3
- Digital Processes Apprenticeship

### **Rosehill College, Papakura, Auckland — School Certificate**

JANUARY 1999 - DECEMBER 2003

## INTERESTS

- Sports (Rugby, Rugby League & Cricket)
- Reading, Movies & Gaming
- Travelling & Hiking
- Digital Art & Design
- Coffee aficionado

**References Available Upon Request**