

# Curriculum Vitae

## Personal Details

Name : Elmari Joubert Nortje  
ID Number : 820509 0045 086  
Nationality : South African  
Languages : English, Afrikaans  
Marital Status : Married  
Driver's License : Yes

## Educational Background

**BA Degree, 2005.** Visual Communication Design  
Open Window School of Visual Communication, Pretoria  
Subjects:

- Layout and Web Design
- Photography
- 3D Animation
- Visual Arts and Drawing
- Communication Design
- Video
- Creative Studies and Copywriting
- Art History

## **Matric, 1999**

Mosselbay Technical College, Mosselbay

## Developed Skills and Competencies

**Transcription and Proofreading:** grammar, punctuation, tags, speaker labelling, time-stamping

**Graphic Design:** layout, advertising campaigns and print media, using Photoshop, Freehand and QuarkXPress

**Web Design:** using applications such as Dreamweaver and Flash, as well as HTML coding

**Photography:** lighting, studio set-ups, digital manipulation, wedding photography, stock photography

## Computer Skills

**Adobe:** Photoshop, Premiere

**General:** MS Office, Email, Internet

**Macromedia:** Dreamweaver, Flash, Freehand, Director

## Employment History

### **Freelancer 2016 – Current**

I am a Proofreader, Transcriber and Copywriter

- As a freelancer I have worked on many projects over the years. I am very diligent, I take direction very well, and language is my strong point. Specifically on transcription, I am well-versed in the required tags, labelling and time-stamping. I am adaptable to client requirements though and can work with any style guide.

### **Self-employed Storm Photographic Studio 2003 – Current**

I am the owner and full time photographer at Storm Photographic Studio

- Specializes in baby and child photography

- Apart from taking photos, tasks include editing and retouching images, handling client queries, quotes and invoices, and day to day admin of running a photo studio.

### **Great Stock! Photographic Library** August 2004 – 2013

I was employed as IT Project Manager.

- Digitizing new work for upload to the website
- Handling international submissions, from file preparation to submission.
- Managing IT related projects with regards to content editing and management of the website.

I was previously employed as Technical Editor

- Handling photographer requests
- Digitizing new work for upload to the website
- Editing, key wording and data-capturing new submissions by photographers
- Handling international submissions, from file preparation to submission.

### **Picture Perfect** March 2003 – July 2004

Employed as the senior photographer, specializing in fashion and model portfolios, and family portraits.

- In charge of general running of the studio, photographing clients.
- Sourcing quotes and ordering equipment and accessories as necessary.
- Purchasing of props
- Digital manipulation of images in Photoshop

### **Intern, Daller Newspaper** October 2002

As part of my final-year practical, completed an internship at the newspaper as an assistant.

- Assisting journalist with sourcing stories, converting information into articles for the paper.
- Taking photographs to accompany articles.
- Assisting with layout of newspaper and ads, to final stages of printing.

### **Reference**

- **Great Stock! Photographic Library**  
Clinton Nortje, Manager – 011 880 7826