

Melina Yakas

Manchester (will relocate or remote work)

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Working in the different creative fields in publishing, marketing, digital, IT training and support to project management. I am now looking to further my experience in the environmental and travel sector. Having been exposed to the outdoors, different ecosystems and different countries at a young age, I quickly became passionate about conservation, nature and travel. My recent experience working for a nature reserve in the Seychelles confirmed my passion for sustainable travel and conservation and fundamental to my development and progressing my career in the field.

Professional Experience

» Independent Project Manager/Designer | Oct' 2003 - present

Provide management and creative services for organisations, social enterprises and start-ups. Including, design and produce digital and print collateral, software/user training.

- Work on design briefs to develop website interfaces, graphic design, branding and photography
- Design and produce business documents, manuals, reports, related marketing material
- Customize websites and blogs and newsletters and setup social media profiles.

» Information and Education Officer - Seychelles Islands Foundation, Seychelles | Oct' 14 - Oct '15

Worked at the Vallée de Mai Nature Reserve to design, produce and implement information material and presentations for the Information Centre, to allow visitors to get involved and enhance the experience.

Under challenging situations, limited resources, a low budget in a low-tech environment, interactive elements were successfully introduced to displays and information stands. The role encompassed project management, project support responsibilities. Additional work included:

- Assisted the Education & Outreach Officer during community events and activities such as Environment day, Biodiversity day. Shared knowledge, skills and training with on-site staff
- Provided information to tourists on the nature reserve and the islands
- Provided guidance and support for Visitor Centre services and Guides.

» Project Management/Development for LINNEAUS EURO-PC

A two year website development project for the University of Manchester and a European Union programme. project managed and developed the LINNEAUS Euro-PC website which encompassed development, budgets and support responsibilities. Having worked closely with the manager and in-house project manager, the project was handed over on time and within budget. In summary it included:

- Responsible for the web design and creation of a 30+ page website, designed the interface, created graphics and images and any additional design requirements.
- Development: site management, uploading pages, setting up a blog and a forum. A content management system (CMS) was added for site updates. Handled ongoing maintenance and responsible for troubleshooting problems and acting as the liaison with the server/hosting.
- Management: Supervised and trained the project manager who took over once the site was finalised. Having to work with staff and partners required good planning and good communication skills.

» Systems Support Analyst - Macmillan Publishers, Oxford | June 1999 – Oct' 2001

Joined an under-performing IT Support team and helped the team provide an efficient and quick support.

User training and recommendations to over 60 Mac users, helping decrease support calls. Having a design background helped me understand and assist Designers convert print projects for digital usage.

- Hardware repairs and recommendation for new equipment;
- Contributed and managed the initial development of the site's Intranet.

» **Designer- Macmillan Education, Oxford | 1999 - 1997**

- Managed a list of English Language Teaching (ELT) course books.
- Supervised other designers, interns and worked within a team alongside Editorial and Production teams producing material, from visual concepts to final designs, following strict and often very tight schedules.
- Resource and supplier management, costs and expenditure budgets.

» **Travel Admin Assistant - Askeli Travel, Greece | 1997 - 1996**

Assisted in the day to day tasks of the agency. Provided activity recommendation to customers.

Selected Volunteering

- 📖 **TRASS** – A landscape restoration project: clearing, coppicing and preparing areas for tree planting.
- 📖 **The Mammal Society** – e-book formatting
- 📖 **Lawyers Without Borders** – Produced a bi-monthly newsletter

Skills & Competence

Personal & Practical: Excellent design and photography skills, experienced in project management with strong organizational and administrative skills. Able to work independently using my initiative at the same time I enjoy working within a team, having excellent social and interpersonal skills. Organized, a self-learner, resourceful with creative problem solving. Sound judgment. My reliability, communication skills, patient and friendly nature are additional assets I would bring to a job

Technical: Technically competent and adaptable to working with new technology. Excellent knowledge of Office and Design software - Adobe CS. Web development. Experienced in blogging, Content Management Systems (CMS). Experience with social media: Instagram, Twitter, LinkedIn, Tumblr.

Languages: English, Greek, Swahili

Education

- BSc – Environment Management and Development - *Open University*
- Diploma in Environment and Development - *Open University*
- BTEC Design and Marketing & Advertising Diplomas - *Barking College of Technology*

Interests: Environment, Conservation, Photography, a Doodler, Travel, Hiking...