

Jan Hex

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Instagram: [instagram.com/_janhex](https://www.instagram.com/_janhex)

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Creative professional with strong video editing and visual storytelling skills, combined with over 7 years of retail experience in team leadership and cash handling. Experienced in managing workflows, meeting deadlines, and collaborating effectively using industry-standard creative software..

WORK EXPERIENCE

TEAM LEADER & CASH ACCOUNTING CLERK

Kmart Airport West

Jul 2017 - Present

- Responsible for managing daily cash reconciliation, reporting on transactions using spreadsheet software, and maintaining accurate financial records.
- Lead and support team members in daily operations, maintain a smooth workflow and resolve issues quickly.
- Manage shipment inventory, report outstanding deliveries, and fulfil online click-and-collect orders.

WRITER, EDITOR, & COMPOSITOR

Cosmo & Friends | 2D Animated Film

Mar 2020 - Nov 2020

- Created an animated short film remotely during the COVID-19 lockdowns.
- Responsible for developing the film's narrative.
- Collected and assembled shots from team members to create rough edits for review and feedback.

GRAPHIC DESIGNER

MOBA Australia (Formerly MCE Lasers)

Jul 2017 - Apr 2018

- Updated website with new iconography and streamlined navigation.
 - Created infographic instruction material for printing.
 - Designed business cards and marketing materials.
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EDUCATION

BACHELOR OF ANIMATION

Swinburne University of Technology

Feb 2018 - Jun 2022

Completed with a minor in Motion design and a final capstone film

DIPLOMA OF SCREEN & MEDIA (SPECIALISING IN ANIMATION)

Swinburne University of Technology

Feb 2017 - Dec 2017

SKILLS

Video Editing | Graphic Design | Animation | Illustration | Visual Merchandising

Retail Sales | Customer Interaction | Problem Resolution | Team Leadership

SOFTWARE

Microsoft: Word, PowerPoint, Excel

Adobe: Premiere, After Effects, Lightroom, Photoshop, Illustrator

Graphic Design & Animation: Clip Studio Paint, Toon Boom Harmony, Storyboard Pro
