

KATE PALIS

freelance creative,
athlete, coach, educator.

CONTACT

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EDUCATION

BACHELOR OF ARTS
(HONOURS) IN BUSINESS
& MANAGEMENT
University of Sunderland
2022 - Dec 2023 (online)

ASSOCIATE OF SCIENCE IN
CREATIVE & INTERACTIVE
MEDIA PRODUCTION
Community College of City
University
2016 - 2018

LANGUAGES

English - Native
Cantonese - Fluent
Filipino - Fluent
Mandarin - Basic

WORK EXPERIENCE

FOUNDER / COMMISSIONED ARTIST / CREATIVE

The Happy Lock

2018 - Present

- Corporate work: Branding, client proposal decks/storyboarding, presentation mock-ups, social media marketing content, logo design
- Commissions: illustration/paintings, print such as invitations/greeting cards/posters/leaflets/brochures, mural painting for businesses
- Marketing and advertising of brand and services
- Negotiate budget, deadlines, and related project requirements with clients and companies
- Presenting project proposals to potential clients
- Financial planning, marketing and advertising of services

SOCIAL MEDIA & MARKETING / CREATIVE

Hong Kong Football Club (Rugby Section)

2021 - 2023

- Brand Development for the visual outlook of LinkedIn, Instagram & Facebook pages.
- Project Management: Organise team and division of labour for certain campaigns
- Design and storyboarding for content creation
- Content creation: Digital illustration, film editing, publication design such as posters and handouts.

VISUAL ARTS TEACHING ASSISTANT

Kellett the British International School in Hong Kong

January 2021 - April 2022 | January 2023 - June 2023

- Assist head in planning & execution of Visual Art curriculum
- Sourcing and purchasing materials and equipment inventory
- Student artwork display around campus

Mediums: Ceramic & Pottery, Printmaking, Screen-printing, Painting, Sketching, Digital Illustration

VISUAL ARTS TECHNICIAN

ESF Discovery College

August 2019 - July 2021

- Administration of Visual Art department
- Maintaining accurate inventory records and stock for the department
- Sourcing and purchasing materials and equipment in line with procurement procedures
- Artwork display on campus
- Assist with the GCSE/IB Annual exhibitions
- Photography and processing of artwork

WOMEN'S DEVELOPMENT & RECRUITMENT REPRESENTATIVE | YOUTH PROGRAM COORDINATOR (PART - TIME)

Hong Kong Football Club (Rugby Section)

2021 - 2023

- Developing, planning and organising recruitment days
- Ensure all new members are input into the player database
- Handle onboarding for new members, including welcome letter and reference to membership information
- Handle and follow up all the enquiries and related issues to maintain smooth transition of youth players to women's section
- Write reference letters and connect youth players to Women's database for university admissions and job experience
- Coordinate programs under the Mini and Youth section where I manage the rugby program content, hire coaches and hold meetings and feedback to discuss their performance.

SECONDARY SCHOOL ART TEACHER

Delia Memorial School (Broadway)

December 2018 - August 2019

- Co-ordinate curriculum for S1 - S3 Visual Art, S4 HKDSE Visual Art
- Deliver lessons and provide general educational support in Visual Art subject

SALES ASSOCIATE & RECEPTIONIST (PART - TIME)

Orangetheory Fitness

May 2018 - December 2018

- Assist in handling matters related to office admin
- Maintenance of equipment and operation of the facilities
- Introduction onboarding for new members
- Telephone operations

GRAPHIC DESIGNER (INTERNSHIP)

Awethentic Studios by Sean Lee Davies

December 2017

- Pop Up Installation Mock Ups
- Gallery Design, Logo Design, Newsletter Creation

WEBSITE

www.thehappylock.com

PROGRAMS

Procreate | Adobe Illustrator | Adobe Photoshop | Canva
Google Workspace | Microsoft Office