

## CONTACT

+44 7934 887518

mbodman25@gmail.com

SW11 2SS, London

## WORK ELIGIBILITY

British Passport

## EDUCATION

2019 – 2022

### Bachelor of Design, First Class Honours in Textile Design

Massey University  
Wellington, New Zealand

- Graduated April 2023

## TECHNICAL SKILLS

- Adobe: Photoshop, Illustrator, InDesign, Acrobat
- Hand drawing and painting
- Screen-print, digital print, hand and digital embroidery, weaving, natural dye
- Industrial sewing machine, overlocker and knitting machine
- Tajima software: digital embroidery machine
- Microsoft Office: Word, Outlook, Excel, PowerPoint, Teams
- SAP Software

# Minnie Bodman

**Textile Design, First Class Honours Graduate** with a strong foundation in design principles and a keen eye for detail. I relocated from New Zealand to the UK in mid-2024 and now based in London. I am seeking an entry-level role to start my career in the design industry.

Experienced in diverse administration roles, I am an effective communicator and strong team player. Being highly organised, I pride myself in being efficient and accurate in my work and meeting deadlines. I am a creative thinker, proficient in using the Adobe Creative Suite, and keen to leverage my design and administrative skills in a challenging new role.

My design portfolio: [www.minniebodman-textiles.com](http://www.minniebodman-textiles.com)

## EXPERIENCE

### Accounts Operations Executive

July – September 2024

TD Synnex, Basingstoke | Temp Role

*Leading global IT distributor and solutions aggregator*

- Processing orders
- Contacting resellers and responding to queries via email
- Using SAP software
- Hybrid working

### Textile Design Internship

December 2023

Kowtow, Wellington New Zealand

*Sustainable NZ clothing brand*

- Working alongside the head designer and design team to develop two pattern projects
- Gaining an understanding of Kowtow's company values, production chain, sustainability, materials used / sourcing them, and the design process for collections
- Assisting with the fabric archive – preparation and organization of fabrics

### Workplace Relocation Assistant

August – September 2023

Waka Kotahi, Wellington | Temp Role

*New Zealand Transport Agency*

- Assisting the project team to help relocate to a new office
- Setting up new office for 300+ staff: unpacking items, putting kitchen supplies on each floor, organising stationery drawers and cupboards, labelling, allocating lockers to staff
- Other duties as required

## ACHIEVEMENTS

2024

### Red Dot Winner

#### Concept Design Award

Red Dot Design

2023

### Best Design Awards Finalist

Designers Institute of New Zealand

2022

### Textile Design Award:

#### Excellence in Pattern

Exposure Exhibition

Massey University Wellington

2018

### NCEA Scholarship:

#### Materials Technology

NZQA

Queen Margaret College

2018

### Antipodeans Trip:

#### Vietnam and Cambodia

3-week student led community project: supporting a local Cambodian family

2016 – 2018

### First Place in Materials Technology

Year 11 – 13

Queen Margaret College

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## INTERESTS

- Drawing and painting
- Yoga, badminton, running
- Listening to music
- Baking

### Team Administrator

May – July 2023

Beyond Recruitment, Wellington New Zealand | Temp Role

*The largest 100% kiwi-owned multi-specialist recruitment agency in New Zealand*

- Working out of a shared Outlook inbox and responding to emails, queries, and task requests from 50+ recruiters
- Generating contracts, creating candidate profiles for jobs, using excel to input data for events

### Business Support Administrator

March – May 2023

BCITO, Wellington New Zealand | Temp Role

*Manages apprenticeships for the building and construction industry in New Zealand*

- Processing applications for new apprentices
- Entering the data onto the system
- Setting up training agreements with their employers

### Uniform Shop Assistant

2021 – 2024

Scots College, Wellington New Zealand | Summer Job

*A co-educational school for students from Year 1 to 13*

- Assisting with uniform fittings for new students
- Stock taking and inventory management
- Keeping storeroom and shop organised
- Using Vend (POS system)
- Other duties as required

### Checkout Operator

July 2019 – April 2020

New World Thorndon, Wellington New Zealand

*A New Zealand full-service supermarket chain*

- Operating the till and packing groceries
- Providing a friendly service and interacted with customers

## OTHER DEVELOPMENT

### Adobe Illustrator Essentials

July 2021

Yoobee College of Creative Innovation | 2 days | Wellington, NZ

### Adobe Photoshop Essentials

April 2021

Yoobee College of Creative Innovation | 2 days | Wellington, NZ

## REFERENCES

Available on request.