

BETTY TEO

Graphic Designer

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0413 233 942

41 Lakeside Circuit

Sinnamon Park QLD 4037

Certifications

- Working with Children Card

Sport Integrity Australia

- National Integrity Framework
- Safeguarding Children and Young People in Sport Induction
- Anti-Doping Fundamentals
- Parents' Guide to Clean Sport

Queensland Government Department of Education

- Mandatory All-Staff Training Program 2026
- 2026 - Student Protection (School Staff)

Food Services

- I'M ALERT Food Safety
- Food Safety for School Tuckshop Course

Education

Bachelor of Design (Communication Design) (Honours - Upper 2nd Class)
Swinburne University of Technology - National Institute of Design
2003
Victoria, Australia

Bachelor of Graphic Design
Swinburne University of Technology - National Institute of Design
2000 - 2002
Victoria, Australia

Diploma of Arts (Design)
Royal Melbourne Institute of Technology - RMIT University
1998 - 1999
Victoria, Australia

Year 12, High School Certificate (HSC)
Presbyterian Ladies' College, Sydney
1996
New South Wales, Australia

Permanent Employment History

Graphic Designer | Marketing Department

Europcar

2004 - 2008

Victoria, Australia

- In charge of Europcar's design Nation-wide, from maintaining consistent branding across both the franchisor and its franchisees, taking on the brief, concept brainstorming to the final sign off, to design artworks, and to prepare the final artworks for pre-press and production.
- Production outcomes include:
 - Paper media (Advertisement for in-flight magazine, brochures, terms and conditions and other documents).
 - Signage (Banners, Billboards, inside and outside of on-site buildings, vehicles, customer check in counters).
 - Online media (To manage content and updates for Europcar website, and advertisement with partnered Airline's website).

Casual Employment History

Canteen Assistant

Corinda State High School

2026 - Current

Queensland, Australia

- Support the daily food preparation, including cutting, plating, and meal assembly.
- Operate a cash register and provide quality counter service.
- Provide friendly, respectful, efficient service to students and staffs.
- Manage inventory by stocking and restocking ingredients and supplies.
- Maintain compliance to food safety, hygiene, and sanitation standards.
- Work as part of a positive, team-oriented workplace.

Canteen Assistant

Metro Canteens Pty Ltd

2021 - 2025

Queensland, Australia

- Supported the daily food preparation, including cutting, plating, and meal assembly.

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- Operated a cash register and provided quality counter service.
- Provided friendly, respectful, efficient service to students and staffs.
- Managed inventory by stocking and restocking ingredients and supplies.
- Maintained compliance to food safety, hygiene, and sanitation standards.
- Worked as part of a positive, team-oriented workplace.

Graphic Designer

Freelance | ABN 34 194 030 413

2001 - Current

Queensland, Australia

- Meet with clients to discuss project requirements, develop concepts, create artwork designs, and final production in various media.

Cash Register Operator

IGA Everyday

2001 - 2003

Victoria, Australia

- Operated a cash register and provided quality counter service.
- Provided friendly, respectful, efficient service to customers.
- Worked as part of a positive, team-oriented workplace.

Customer Service

Flemington Racecourse | Victoria Racing Club

1999 - 2001

Victoria, Australia

- Assisted and engaged with patrons in the members' area, ensuring a high standard of customer service.

Customer Service

A Taste of Asia | Chinese Take-away

1999

Victoria, Australia

- Operated a cash register and provided quality counter service.
- Provided friendly, respectful, efficient service to customers.
- Maintained compliance to food safety, hygiene, and sanitation standards.
- Worked as part of a positive, team-oriented workplace.

Community and Volunteer Involvement

Organising Committee (for Championships) and Technical Panel Ice Skating Queensland

2023 - current

Queensland, Australia

- Prepare and enter competition data into the International Judging System (IJS) and operate the system during events as an accountant.
- Serve in multiple technical panel roles, including data entry operator, video cutter, announcer, and music coordinator.
- Ensure all officials - referee, judges, technical controller, and technical specialists - received the necessary documentation and materials.
- Act as a member of the organising committee for the Queensland Figure Skating Championships:
 - Collate event data, order and organise certificates and medals for the victory ceremonies.
 - Prepare announcer guides for official practices and events.
- Act as a member of the Local Organising Committee for the 2025 Australian Figure Skating Championships and 2026 Australian Adult Figure Skating Championships:
 - Designed event branding, event and marketing materials, including event logo, official program, banners, certificates, lanyards, gifts for

Skills

- Time management
- Organised and detail-oriented
- Hard working
- Teamwork
- Reliable
- Customer service skills
- PC/Mac user
- Microsoft Office (Word, Excel, Powerpoint)
- Design softwares (PDF, Adobe Photoshop, Illustrator, InDesign)
- Fluent in 3 languages (English, Chinese, Indonesian)

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- officials and skaters, event merchandise such as ribbons and apparel.
- Obtained quotes and purchasing branded marketing collateral for the event.
- Collated event data, order and organise certificates and medals for the victory ceremonies.

National/International Team Manager and Merchandise Co-ordinator Queensland Synchronized Iceskating Club

2023 - current

Queensland, Australia

- Manage collection and submission of team members' monthly payments, providing monthly reports to the Treasurer.
- Provide support to skaters/team members' wellbeing by addressing both physical and emotional needs.
- Ensure skaters/team members remained current with required documentation, training, and compliance requirements.
- Manage merchandise and uniform orders for all club members, including opening the order forms, collating data, verifying payments and providing monthly reports to the Treasurer.
- Coordinate with suppliers to place orders and ensure timely delivery.
- Collect and distribute merchandise to members efficiently.
- Manage Merchandise email inbox.

Committee member

Iceworld Figure Skating Club

2022 - April 2026

Queensland, Australia

- **Competition Convenor (2025 - 2026)**
 - Oversaw and managed all aspects of competition planning and execution, from initial preparation to event completion.
 - Ensured the smooth and professional delivery of competitions.
 - Managed both Committee and Competition Convenor email inboxes.
- **Membership Coordinator (2023 - 2025)**
 - Managed membership registration processes, including opening and closing registration forms and verifying accuracy of submitted data.
 - Updated and maintained the master membership database.
 - Ensured all competitors were current financial members during events, cross-checking with membership records for accuracy.
 - Managed Membership email inbox.
- **Volunteer Coordinator (2022 - 2023)**
 - Organised and managed volunteers for competitions and fundraising events.
 - Collaborated closely with the President, Event Coordinator, Fundraising Coordinator, and Competition Convenor to ensure smooth event operations.
 - Managed Volunteer email inbox.

General Secretary

Queensland Ice Racing Association

2025 - March 2026

Queensland, Australia

- Organised and scheduled association meetings, including preparing notices, agendas, and documentation in consultation with the President.
- Recorded and maintained accurate meeting minutes.
- Managed correspondence and organised association records and documents.
- Attended meetings and actively contributed to planning with state members during operations meetings which conducted by National governing body - Australian Ice Racing.
- Prepared and organised the AGM.
- Managed Secretary email inbox.

Reference

Cheryl McKewen

ISA Secretary

Ice Skating Australia

0409 852 528

secretary@isa.org.au

Leanne Boge

ISQ Council Member

Ice Skating Queensland

0418 157 788

graciousn72@gmail.com