

Profile

I am a confident, friendly and flexible worker, with good communication skills, who is able to relate to a diverse range of people. I am able to work and communicate well within a group, as well as being able to handle my own tasks and work independently. I am a hard worker who will always strive to achieve objectives, using organisation and commitment. I have experience in artworking and administration and I want to develop my career to the next stage within a similar position.

Employment

Freelance

Ongoing

Designer and Artworker

Working independently on varied projects from website to large format design. Recent work includes:

- Produced design and artwork for christmas promo item for large corporate company
- Designing a cycle route map for a local authority
- Working with clients from previous employment producing artwork for conference and event signage
- Developing new promotional material for a local folk music club

Cactus Event Services

Feb 2006 - Aug 2009

(Redundancy)

Creative Artworker

Providing artwork and design support to the Senior Graphic Designer and Production Manager.

- Produced artwork for client events adhering to event branding using Adobe CS suite and Quark Xpress
- Designed and produced internal promotional material including leaflets, advertisements and catalogue
- Developed skills in providing artwork ready for large format printing, including producing high res PDF files or collecting artwork for output
- Assisted in print and production of small format materials
- Managed small to large artwork jobs from brief to finished product, often delegating my time across many projects at once
- Checking that externally supplied artwork is print ready
- Daily communication with clients and external suppliers
- Maintaining archive of completed artwork and keeping photo, logo and fonts libraries up to date
- Provide cover when senior graphic designer is on leave

Huntress Recruitment

May 2005 - Feb 2006

(Temporary position)

Graphic Designer, Balfour Beatty Marketing Dept

Assisting the DTP team leader and marketing department with graphic and administration duties.

- Designed leaflets, brochures, newsletters and exhibition material using Quark, and Indesign
- Produced templates for newsletters and other documents to adhere to new corporate branding
- Formatted company documents in MS Word
- Produced presentations in MS Powerpoint for company events
- Covered DTP projects while DTP team leader was on leave including daily liaison with printers
- Regularly updated internal digital library and set up filing system for archived company photographs
- Assisted marketing team with administration duties
- Amending text in documents following proof reading correction marks

Dennis Publishing

Oct 2004 - May 2005

(Part Time)

Work Placement

Assisting the Art Editor and designers with design duties.

- Developing magazine layout skills using Adobe Indesign
- Assisting with picture research using photo libraries (Getty Images)

Inclusive Quality Project

May 2003 - May 2005

(Redundancy)

Project Administrator

Responsible for giving administration support to the SE Network Co-ordinator and Development Workers.

- Assisted in co-ordination with admin team the daily maintenance of the organisations online database
- Check and add copy to online extranet
- Co-ordinated recruitment administration
- Researched staff training needs and training courses and produced training programme with costs
- Organised meeting rooms with essential equipment for meeting and training purposes

Colin Buchanan and Partners

Mar 2003 - May 2003
(Temporary Position)

Graphic Designer

Responsible for designing in-house materials.

- Worked closely with planning dept to develop graphics for reports, consultation questionnaires and leaflets
- Supplied logos and images from in house library to other members of staff
- Researched and gathered information on image banks and libraries for resources to be used on further publications and publicity materials
- Liaised with in-house print manager on prices and time frames for printing jobs

Downham Cycle Taxi Project

Aug 2001 - Mar 2003
(Redundancy)

Publicity and Administration Officer

This highly responsible role involved designing and producing publicity materials for the project, writing funding bids, maintaining day to day accounts and project administration.

- Produced publicity materials within a tight budget
- Designed a new logo for the project and produced new publicity materials including, leaflets, posters, information cards and annual report
- Produced information boards and attended conferences and outdoor events representing the project
- Targeted leaflet drops to promote serve to local businesses and residents
- Daily liaison with rider co-ordinator to ensure smooth running of the project
- Co-ordinated timetables for part time staff, holiday and sickness leave so the project wasn't left short staffed at any one time
- Liaised with Town Centre Manager and local shopkeepers to encourage use of the service
- Produced computerised accounts spreadsheets in excel
- Maintained accounts while keeping within budgets
- Processed wages, writing and authorising cheques, supplying account information for funding bids
- Researched potential funders and assisted in writing funding application to a timetable

LB Lewisham

June 1999 - Aug 2001
(Temporary position)

Freelance Designer and Administrator

Assisted the Highways and transport department with design, database and administration work.

- Creatively designed and produced a detailed route guide for a local cycling and walking route, involving designing layout and packaging, supplying images and photos
- Researched local areas and wrote copy for the route guide
- Liaised with proof readers and printers
- Assisted with organising the Highways Department participation in outdoor events, including producing information boards, gathering publications and leaflets and manning the stand on the day of events
- Co-ordinated outdoor surveys, found participants, delegated times and locations and managed surveys on the day
- Maintained several computerised databases produced in Microsoft Access and Excel.

Skills

Computer

- Adobe Indesign
- Adobe Illustrator
- Adobe Photoshop
- Dreamweaver (basic)
- Adobe Acrobat
- Quark Xpress
- MS Office Suite
- HTML and CSS (basic)

Education

London College of Printing

2003 - 2004

Creative Media Programme - Short Courses

Magazine & Publication Design
Web Production Skills

London Guildhall University

1996 - 1999

BA (Hons) Design Studies

Grade 2:2

Hillsyde Sixth Form

1994 - 1996

GNVQ Advanced Art & Design

Grade - merit

References

Supplied upon request

