

☎ 01225-335773 | 07562-411233

✉ email me

🌐 online portfolio



## COMMERCIAL SKILLS

Project coordination  
Correspondence  
Communications & PR  
Mailchimp | Orlo  
Google Analytics  
Web administration  
Microsoft Office  
Typing 45 wpm.



## DESIGN SKILLS

Graphic design | Adobe CC  
Illustration  
Branding & logo  
Pattern for 3D  
DTP  
Web design (basic HTML and CSS)  
PowerPoint presentations.

## PROFILE

Pursuing a career in visual communications. Use creative skills to produce engaging and balanced graphic design solutions for print, product, presentation and web. Able to respond to shifting priorities. Capable and goal oriented.

## WORK HISTORY

### Feb 20–Present | Communications Officer (2 days)

Curo Group - [graphic design and communications support]

### Sep 17–Present | P/T Communications and PR Administrator (1 day)

ADMP UK - [Freelance design and communications support]

### Mar 18–July 19 | Bid Design Executive (4 days)

Wincanton plc - [via White Horse Employment]

### Jun 15–Present | Graphic Designer

Fizzboss - [Self Employed / Available for work]

### Aug 17–Oct 17 | Bid Design Executive

Wincanton plc - [via White Horse Employment]

### Apr 15–May 15

Reed Global - Bath | Admin Support

### Feb 13–Mar 14 | Development Volunteer

FAB [Fringe Arts Bath]

### Apr 13–Sep 14 | Various Temp Positions

Reed Global | Juice Recruitment | Hays | AM Personnel

### Oct 12–Apr 13 | Volunteer Steward

The Holburne Museum – Bath

### Oct 07–Feb 12 | Administration Manager

Survivors' Poetry - [London, Mental Health Arts - National Charity]

## EDUCATION & TRAINING

**Certificates** CSS | HTML | Infographics  
| Web-Fonts | Responsive Design |  
Branding | Marketing | SEO & Content  
Development—Lynda.com.

**NVQ II** Auto-CAD—Mari Computer  
Training [London].

**BA Hons** Ceramic Design 2.2—ual:  
Camberwell College of Arts.

**HND** Industrial Ceramic Design  
2 distinctions & 3 merits—  
Staffordshire University.

## VOLUNTARY WORK

**Mar 17–Mar 18** Healthwatch Wiltshire, Melksham:  
marketing and graphic design support.

**Feb 2014–Sep 15** FAB [Fringe Arts Bath]: Marketing;  
assisting with promoting this year's fringe.

**Oct 2012–Apr 13** The Holburne Museum, Bath: Steward |  
Customer Service | Security within the galleries.

**Feb 2012–Mar 13** Survivors' Poetry; DTP of Poetry Express. Curo-  
Group Housing Trust; Tenant Rep & Mystery Shopper 2010.

**Sep 2007–present** Time Bank Plus [Bath, Volunteering Charity for  
Time spent,] various activities including; assisting with DTP using  
MS Publisher, giving lifts, assisting elderly with shopping.

**2010–2011** Company Director for BANA [non-profit  
membership organisation for artists].



# Details

**Feb 20–Present | Communications Officer (2 days)**

**Curo Group - Bath**

P/T graphic design and communications support for PR and comms team.

**Sep 17–present | Communications & PR Admin**

**ADMP UK–Freelance**

P/T graphic design, publicity & communications.  
Creation of monthly listings bulletin and triannual newsletter using Indd. Manage info@ emails.

**Mar 18–July 19 | Bid Design Executive**

**Wincanton plc–Chippenham**

Sales solutions designer: design and refine infographics for PPTX and production of bid brochures using Office and Adobe Apps. Resolve imagery and proof documents.

**Sep 17–Oct 17 | Bid Design Executive**

**Wincanton plc–Chippenham**

See previous

**Jun 15–Aug 2016 | Graphic Designer**

**Fizzboss–[Self-employed—Graphic Design Products]**

Product design & develop printed media:  
Notebooks, Greeting Cards. Freelance.

**Apr–May 15 | Admin Support**

**University of Bath–Academic Skills Centre**

Online booking system support, general admin, document creation.

**Feb 14–Feb 15 | Development Volunteer**

**FAB [Fringe Arts Bath]**

Investigating potential media exposure and sponsorship from media groups and local businesses.  
Attend meetings. Ad-hoc mucking-in support.

**Jul 14–Sep 14 | Student Mobility Admin Assistant**

**Reed Global [University of Bath]**

Process Erasmus 2014/15 grant applications for the International Relations Department's Mobility Office.

**Apr 13–May 14 | Various Temp Positions**

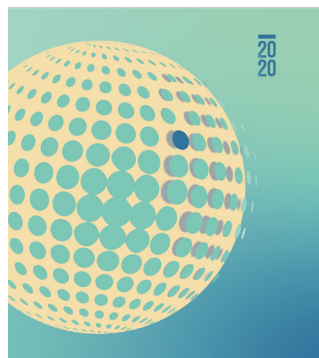
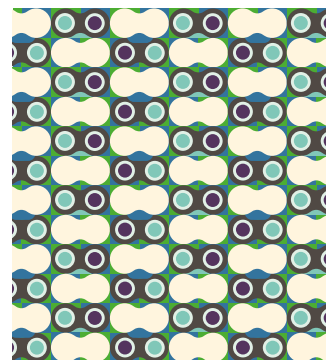
**Juice Recruitment – Bath | AM Personnel – Bath | Hays Recruitment – Bath**

Marketing admin: run sales reports and update daily and weekly marketing stats, for a FMCG Homeware company. Finance admin and charity finance | QuickBooks: POs, invoices, accruals, software training | Accounts Payable | General admin | Help desk support.

**Oct 12–Apr 13 | Volunteer**

**The Holburne Museum–Bath [Private Art Gallery]**

One shift a week – assisting visitors with queries about the museum's collection and the museum. Checking designated exhibition displays are in order. Assisting the duty manager with duties as required such as light readings.



**Oct 07–Feb 12 | Administration Manager**  
**Survivors' Poetry [London, Mental Health Arts–National Charity]**

Office and commercial manager for a national charity; maintaining integrity of financial accounts including; monthly reconciliations & quarterly management accounts; Companies House; Charity Commission Annual Returns for examined accounts. Manage Database & Documentation.

Art Direction and Print Manager; produce, coordinate and maintain all digital and print media including; marketing collateral book design & newsletter. Project Manage, co-edit, design and implement quarterly newsletter with editor. Research funding opportunities and ad-hoc business needs. Handle online bookshop sales/direct sales.

Manage suppliers, quotes and tech support. Monitor marketing & statistical reports, special reports, and minutes of meetings. General correspondence, web administration and content, Mailchimp alerts. Regularly using; MS Office, QuickBooks, Adobe CS4; Indd/AI/PS, WordPress, Vimeo & Facebook. Google Analytics. Designed organisation's website (AI) with WordPress developer, following a consultation process with constituents. Recruit and train staff / volunteers with office systems, and policies. Support trustees and board meetings. Commercial work included; marketing collateral, developing network and relationships, maintain corporate ID.