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SUMMARY

A very experienced art editor and graphic designer with a comprehensive skillset for the print and web production industry. I have experience working with a range of publishing companies – both large and small. I am highly intelligent, adaptable, hard working and use my initiative. I am a very personable individual and comfortable in anything from a pitch or planning meeting to liaising with printers and everything in between.

KEY SKILLS

- Good eye for **detail**
- **Creative flair** to bring design to a **client's** ideas
- Common sense and forward thinking
- **Excellent** organisation and communication skills
- Project management, supervisory and decision making **ability**
- Experience in all areas of **print production**
- Confident in **pressured** environments
- Fast and efficient and sticks to **deadlines** – no matter how tight
- **Photographic** and **writing** skills
- Excellent **knowledge** of all ready for print production processes

SOFTWARE SKILLS**ADOBE CREATIVE SUITE**

Indesign – **Highly experienced** (design of magazines, brochures, adverts)
Photoshop – **Highly experienced** (photo retouching and fine tuning, resizing etc)
Illustrator – **Highly experienced** (designing logos and adverts, creating graphs)
Flash – **Experienced** (creating web menus, web picture galleries)
Dreamweaver – **Experienced** (creating and updating websites)
Fireworks – **Experienced** (resizing images, adding text etc)

OTHER SOFTWARE

QuarkExpress – **Highly experienced** (design of magazines, brochures, adverts)
Powerpoint – **Highly experienced** (creating talks and looping presentations)
Keynote – **Highly experienced** (same as Powerpoint)
Word - **Experienced** (creating templates and legal documents)
Pages – **Experienced** (same as Word)
Apple Aperture – **Experienced** (creating a workflow and refining RAW images)

PRODUCTION SKILLS

- Experienced with Mac and PCs
- Sending and receiving information using FTP software
- Creating print ready high res pdfs

EMPLOYMENT/CAREER HISTORY**DATE**

15/02/2005 - present

POSITION

Freelance Art Editor

DESCRIPTION

I have worked on a range of projects for large and small companies. Some are as small as a membership card; others are a full magazine from the initial pitch boards or presentation document to liaising with photographers, freelancers, printers to bring concept to fruition.

Clients include:**B3 Creative**

London based design agency concentrating on children. My most recent project was to update a series of publications for young athletes. It included Indesign and Photoshop work as well as making print ready files.

Market Research Society

I was the Art Editor of Research magazine and the Research Annual Conference. I created the look and feel of the magazine in both Quark and Indesign, organised photo shoots, created all the pages ready for print and, on several occasions, also stood in for the production editor where I liaised with advertising clients and print houses. I designed and took to print the conference brochure and all other published material as well as compiled and designed a CD of submitted papers in Powerpoint. I also created the conference Powerpoint slides as well as the vinyl and pull-up signage.

Clients continued

Dive Master Insurance

I look after the media side of this diving insurance company. That includes creating magazine advertisements, documents and promotional materials. I have also worked on websites, membership cards and presentations for the company.

John Brown Group

I have worked on a number of publications for the John Brown Group including Natwest magazine, Orange magazine and Waitrose Food and drink. I have laid out pages in both Indesign and Quark, undertaken picture research and created pitches for new contracts.

**DATE
POSITION
DESCRIPTION**

01/2000– 02/2005

Freelance graphic designer

Working under the direction of art editors and directors I created pitch documents, laid out magazines, created publishing materials and websites.

clients include:

- John Brown Publishing (Sky magazine, Natwest magazine, Waitrose Food and Drink and Orange magazine)
- Communications Team (Various contract publishing projects)
- Redwood Publishing (Early Learning Centre catalogue)
- Sunday Publishing (Various projects)
- Illustrated London News (Art Editor of Visit Britain magazine pilot)
- Just Communications (various Home Office publications)

**DATE
POSITION
EMPLOYER
DESCRIPTION**

4/1994 - 12/1999

Editor, Sport Diver magazine

Archant Specialist

As the editor of a new magazine, I had to complete all the tasks involved in magazine production including writing, picture editing, design and production. I took the magazine from a new publication read by a handful of divers to the second biggest diving magazine in the UK. I was also instrumental in a deal tying the publication with a large international dive training organisation.

**DATE
POSITION
EMPLOYER
DESCRIPTION**

3/1991 – 04/1993

Technical writer, Practical Photography magazine

EMAP publishing

Wrote technical articles about new photographic equipment, researched news items, organised and judged photographic competitions.

TRAINING/ EDUCATION

- 1987 – 1990 Huntingdon College - City & Guilds Photography, 2 A Levels
1985 – 1987 Haverling College, Ardleigh Green - 3 A levels, 1 O Level
1986 – 1985 Redden Court School, Harold Wood - 11 O levels grades A-C

ADDITIONAL INFORMATION

I am one of the UK's top underwater photographers and I have been placed in the Wildlife Photographer of the Year award and won several international photographic competitions.

I am also a Director and Trustee of the charity British Divers Marine Life Rescue. This role involves helping to lay down procedures for saving marine animals (whales, dolphins and seals mostly) around the UK as well as organising training programmes for members of the public.

In my spare time I am renovating a 200 year old cottage and give talks about the charity, photography as well as the usual efforts to keep fit by cycling and running.