

PROFILE

A hard worker who is determined to succeed in both work and in life. I graduated from a Graphic Design course of which Design for Publishing was my specialism. I do my very best in everything I undertake. I am punctual, polite and keen to explore all aspects of the creative industry, to learn and develop skills to my full potential. Both focused and professional, an individual who is a good team worker but also works well as an independent. Often working on more than one job at a time, I have very strong organisational skills. Full clean driving license

LOUISE SMITH

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D.O.B 02/02/1985

- ◆ InDesign, Photoshop Illustrator, QuarkXpress, Adobe Acrobat, Boxshot, Word, Excel, Powerpoint, accessible and interactive PDFs, animated gifs, style sheets, InDesign books, page-layout experience. Mac and PC literate
- ◆ An accurate typist
- ◆ Excellent eye for detail
- ◆ Small project management experience
- ◆ Interested in typesetting, love of typography
- ◆ First Aid at Work trained.
- ◆ Won Student Book of the Year

EMPLOYMENT

October 2014–January 2018

Graphic Designer

Williams Lea Tag (was TSO The Stationery Office), Norwich

Creating publications for the public sector, working on numerous projects for a variety of clients: DVSA, NHS, Department of Health, AXELOS, FCA, HSE, Ministry of Defence and many more.

- ◆ Provided client quotes
- ◆ Produced several annual report publications
- ◆ Created book covers, bannerstands, leaflets, business cards, page layouts using style sheets, client guidelines, and so much more
- ◆ Worked on group projects as well as individual pieces
- ◆ Liaised directly with clients
- ◆ Worked on projects from the first briefing to the final sign-off

September 2014–October 2017

Care worker / Support Worker

Equal Lives, Norwich, NR14 7PZ

Provided overnight care and support to a young woman with Moebius Syndrome and Epilepsy. Monitoring her seizures and guiding her on how to approach them and not let them control her life. My main job was to increase her confidence, independence and self-worth, and I did, and we were able to control her seizures more once we identified the main triggers. A very rewarding pastime.

October 2010–October 2014

Graphic Designer, Ad Production

Archant Ltd (EDP), Prospect House, Rouen Road, NR1 1RE

Designed adverts for various regional newspapers and magazines to the high standards required by Archant and their customers. I had four key customers whose adverts were exclusively designed by me, meaning they received consistently high standards of design, attention to detail, and peace of mind that they could contact me direct with any issues.

A year in, I was specifically chosen to take over the production of the EDP Weddings literature (media packs, banners, show guides, advertising and much more) as maternity cover for a colleague. I later became permanently assigned to the role.

I also worked at all of the wedding shows throughout the year, helping exhibitors set up, making sure both they and the visiting public were ok during the event.

July 2013–March 2015

CCTV Operator and Radio Operative

Norwich City Football Club

Monitor both home and away football fans on home match days capturing any misbehavior on the cameras for possible use by the club or police. Also worked on the radios, as part of a team of two working together directing stewards to any issues that needed dealing with. Relaying any safety messages and advising areas to stand down once the stadium was clear. Obtained an NVQ Level 2 in Spectator Safety.

July 2006–October 2012 (every Sunday)

Sales Advisor

Glasswells World of Furniture, Bury St Edmunds

Serving customers in a soft furnishings department in a large furniture store, providing curtain, blind and window dressing assistance. Responsibilities included:

- ◆ Processing and scheduling customer orders accurately
- ◆ Helping and advising customers on window dressings
- ◆ Handling cash/cashing up
- ◆ General tidy up of the department.

May 2009–November 2009

Trainee Project Manager and Junior Mac Operator

XY Digital, London, Reprographics House

Originally brought in for the role of Trainee Project Manager in a Reprographics House. My role was to liaise with clients and undertake general organisational duties for XY Digital and its clients. I then made the transition to Junior Mac Operator, where my duties included:

- ◆ Booking in new jobs
- ◆ Checking files to ensure images are of suitable resolution for output, that they are the right colour and profile specification
- ◆ Updating and replacing images in print ready files, output to PDF
- ◆ Checking and collating proofs to dispatch to clients for final approval
- ◆ Dispatch final PDF to printers via courier or ftp.

Freelance Designer

Eddison Sadd Editions, London

June 2008

Worked on various projects that the company produces

August 2008–November 2008

Offered a three-month freelance contract

March 2009–April 2009

Asked back again to produce work for London Book Fair '09.

October 2007–March 2008

Junior Designer

xactive, Norwich

My first job in Graphic Design after leaving university when a member of staff saw my work at the end of year exhibition show.

- ◆ Booking in jobs
- ◆ Attending briefs with colleagues
- ◆ Completing briefs. Sending to clients, sending to print
- ◆ Learning areas of finishing: trimming, laminating, packaging up items ready to go out to clients, etc
- ◆ Assisting customers when their items are picked up
- ◆ Answering the phone to clients/companies
- ◆ Various design jobs ranging from adverts to brochures.

I have worked in a variety of pubs and bars both in Norwich and Thetford, giving me great communication and people skills that I then took forward to future job roles. I am approachable and a great problem solver.

EDUCATION

September 2004–July 2007

Norwich School of Art & Design, Norwich

BA Honours Graphic Design (Design for Publishing) - 2:1

September 2001–June 2003

West Suffolk College, Bury St Edmunds

BTEC National Diploma - General Art & Design

September 1996–July 2001

Methwold High School, Methwold, Norfolk

9 x A-C GCSE's