

History**November 2007 – present**

Freelance Graphic Designer

November 2000 – November 2007

Executive Art Editor: Hamlyn Publishing, 2–4 Heron Quays,
London E14 4JP

Working within a very busy international co-edition imprint, my key responsibilities included:

- working on a wide variety of titles, ranging from cookery to parenting, and fitness
- managing projects from presentation stage right through to final files to production
- briefing and managing a large team of freelance designers
- commissioning and art directing photographic shoots, as well as briefing stylists/prop-buying, casting models, and finding locations
- commissioning illustrators where required
- ensuring that projects not only work within the design requirements, but also fall within the specified budgets
- monitoring all relevant administration i.e. contracts, purchase-orders etc

October 1999 – October 2000

Graphic Designer: Freemans Plc., 139 Clapham Road, London
Working within the creative services department, handling advertising and direct mail projects

July 1998 – October 1999

Graphic Designer: Orphans Press, Hereford Road,
Leominster, Herefordshire

Working closely with the company director, I was the sole in-house graphic designer for a very busy local general printer. I handled all the design-based projects coming into the office on a daily basis.

Key Skills

- an in-depth knowledge of design in all its forms, and awareness of the current market trends.
- an appreciation of typography, and the need for attention to detail.
- I have a wide range of experience in handling large projects and seeing them through to a successful conclusion.
- a solid grounding in production and Apple Mac skills, including Quark Xpress, Photoshop, Illustrator, InDesign, and Dreamweaver.
- extensive experience of commissioning photographers, illustrators, and designers, as well as art direction of photoshoots.
- good time management and organisation skills – I remain calm in a crisis.