

Highest qualification

BA HONS – Graphic Design

Other qualifications

B-Tech Nat Dip – Art & Design

A-Level - Art & Design

A-Level - Design Technology

8 GCSE Passes C+

Other training

Javascript – NTI Leeds

HTML5 / CSS3 – NTI Leeds

Animation, Sound, Interactivity and Publishing

Core skills

Graphic Design, Adobe suite

HTML / CSS – Including HTML5 specification

Javascript /JQuery

Project and Knowledge Management

# Capability summary

My education has been primarily art and design led which has provided me with a growing appreciation of user experiences and good design. Throughout college and university I built upon my creative interest to embrace new technology and design. My degree has taught me design aesthetic approaches and the foundations of web design to engage with people through visual communication.

Working for many years within the **Knowledge management** field has allowed me to gain an understanding as to the many ways in which people are attracted to and approach education, guidance and collaboration. The platform I have been most engaged with is the business **intranet** which has proven to be an excellent canvas for both trying new ways of attracting engagement, educating and guiding staff efficiently while monitoring behaviours through analytics.

I have authored Global intranet content and business visuals such as infographics, process models, animations and presentations to enhance business material to make it visually engaging while reducing the need to express content through written means. I strive to add value throughout my career actively promoting and authoring best practice while seeking additional training and opportunities in order to enhance my role. I have a strong background in **project management** and **requirement gathering** working both individually and as part of a wider team.

I have a strong technical understanding and have the ability to code sites and content to the most current standards using **Javascript/JQuery** driven responsive **HTML5** techniques and **CSS3** styling along with accessibility and brand awareness and in support of mobile environments.

# Current role summary

## Turner & Townsend

Knowledge Management Intranet Consultant

#### August 2007 – Current

Working with global teams to capture, collate and evaluate knowledge and best practice. Consulting with the teams to be better at sharing and promoting what makes them successful.

Utilising self-created templates and processes to build intranet sites to share team knowledge which is both engaging and accessible. Utilising marketing campaigns and multimedia to enhance an initiative or particular piece of content. Tracking success through analytics and feeding lessons learned into team practice.

Maintaining, upgrading and building the business intranet on a Lotus Notes platform to ensure it is accessible to staff through all environments and technology. Supporting staff with additional accessibility requirements to engage with intranet content through ARIA and modern HTML5 coding standards. Staying aware of accessibility, usability and modern delivery techniques to enhance all aspects of Knowledge management.

Providing staff access to and encouraging the use of communities of practice and to enable them to contribute their expertise.

Retaining a senior role within the team to deliver highly technical enhancements or solutions. Fully re-coding the business intranet to meet brand and accessibility standards and in support of mobile access. Developing additional Content Management System enhancements to leverage value for the platform and bridge other systems.

# Other business experience

## GE- General Electric

Graphic Designer / Intranet Leader

#### March 2004 – August 2007

Authoring e-learning modules within Flash to meet SCORM and ARIA standards.

Designing and building intranet web sites.

Work alongside departmental project launches producing posters, desk drop marketing, presentations and displays.

Establish forms and procedure for intranet design requests and project turnaround.

Run archiving and monitoring reports on the Intranet to maintain clean clear navigation and server stability.

Providing support for business intranet users.

Maintaining Intranet Leader position for best practice sharing throughout Europe, Intranet development and upgrades.

## ComputaCenter

IT Support Engineer

#### August 2003 – March 2004

Various contract positions delivering IT support, maintenance or installation of business software and hardware.

## EDS

IT Deployment team leader / Project manager

#### November 2002 – June 2003

IT hardware and software deployment for General Motors across multiple sites. Team leadership and project management responsibilities to ensure delivery was achieved ahead of time and under budget.