

## Professional Skills

- logo branding
- vector illustration
- typography
- photo editing
- print production skills
- problem solving
- organisation skills
- communication & customer service skills

# Computer Skills

- PC & Mac experience
- Microsoft Office
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- After Effects & Premiere Pro
- HTML & CSS
- Wordpress
- Mailchimp

## Experience

#### Graphic Designer/Artworker (contract)

Harvey Nash, Edinburgh, UK

18 March 2019 - present (5 week contract)

18 October 2018 - 30 November 2018 (6 week contract)

Heriot-Watt University, Edinburgh, UK Heriot-Watt University, Edinburgh, UK

- design for print and digital media, install signage and visuals for Open Day & Winter Graduation for Media Services at Heriot Watt University. Adhering to brand guidelines for the University while also creating eye catching designs.
- Projects include designs for staff calendar, leaflets, posters, programmes, prospectus, and banners for students, staff or
  organisations sponsored by Heriot-Watt University. Design of digital sliders for staff and student portal dashboard. Skills
  with typography and layout.
- Layout and design of Winter Graduation materials including graduation programmes for multiple campuses, posters, banners, seating cards and certificates.
- Installation of visual graphics/signage for Winter Graduation and Open Days.

### Freelance Graphic Designer

Stirling, UK

May 2018 - present

- Design work for several print & design studios including Nettl of Edinburgh, and We are: Stirling.
- Projects include: logo design, leaflets, product design, business cards, print production, customer service.

#### Design Executive

Printing.com/Nettl of Edinburgh, Edinburgh, UK Jan 2016 - May 2018

- Designing works for print and digital media.
- Skills in print production for digital and large format printing.
- Exceptional customer service, design & computer skills, extremely adaptable to new situations and learns new skills quickly.
   Dealing with customers over the phone, via email, and in person.
- Projects include logo designs, branding, leaflets, menus, booklets, business stationary, infographics, vector graphics, typography and layout.
- Using design software Illustrator, InDesign and Photoshop, plus internal software programmes.

#### Pre-Press Operator/Designer

Tradeprint, Dundee, UK Nov 2013 – Jan 2016

- Design work for print for external clients including: leaflets, business cards, letterheads, booklets, compliment slips. Skillis in typography and layout.
- Internal design work including, interactive pdfs, manuals.
- Preparing files for print, including file checking, and imposition. Excellent understanding of the pre press process.
- Excellent customer service and computer skills. Extremely adaptable to new situations and learns new skills and systems quickly.
   Experienced with print imposition software.

#### Freelance Graphic Designer

Auchterarder UK

July 2013 - Nov 2013

- Design work for local graphic design company Connelly Design.
- Using design software: Illustrator, InDesign and Photoshop.

#### Graphic Designer/Digital Print Operative (contract)

Minuteman Press, Dunfermline UK Nov 2011 – Aug 2012

- Designing work for print. Designs include: menus, sport programmes, leaflets, business cards, newsletters, realtor property schedules, booklets and flyers.
- Excellent communication skills via phone, email and in person.

#### Graphic Designer (work placement)

Printing.Com, Dundee UK Sept 2011 - Nov 2011

• Work Placement doing Graphic design and other print work. Requiring excellent time management, communication, and creativity.

#### Student Intern

Scottish Institute for Enterprise/Centre for Enterprise, University of the Highlands and Islands, Perth, UK

Aug 2010 - May 2011

- Promote entrepreneurship to students, the community. Including small businesses and social enterprises.
- Marketing, event planning, including competitions, & poster design for events.
- My role required excellent communication, leadership, time management, analytical thinking, and marketing strategy skills.

### Education

2009 - 2011

**HND Visual Communications** 

University of The Highlands And Islands Perth UK

2003 - 2007

BA Fine Arts - Illustration

Montclair State University Upper Montclair NJ, USA

1999 - 2003

High School Diploma

Madison High School, Madison, NJ, USA

### Professional Training

2017- current

Web Design / Marketing / Video Editing

Lynda.com

Online Courses

2013

Web Development Technologies Evening Course University of The Highlands And Islands

Perth, UK

2007

200 Hour Yoga Teacher Certification

Yogaflow Body And Mind,

Oakridge, NJ, USA