

PROFESSIONAL PROFILE

I have many years of experience designing and producing an extensive range of presentations and marketing collateral using Adobe CS and MS Office. These have included proposal/review books, newsletters, factsheets, info-graphics, invitations, proposal document covers/spines, loyalty cards, menus, logos, presentations and template development. I have worked in a variety of business sectors: government, import/export companies, investment banking, fund management, law firms, property, hospitality, catering outsourcing and consultancy companies.

Key skills

- » Strong customer service ethos, able to forge relationships and instil trust
- » Excellent communications skills, both written and verbal
- » Pro-active and able to think outside of the box; keen to find more efficient ways of working
- » Self-motivated with a desire to excel and able to work collaboratively with others
- » Experienced in mentoring colleagues and encouraging skills development
- » Advanced Microsoft Office (Excel, PowerPoint, Word, Outlook) including development of macros, Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Adobe Acrobat

EMPLOYMENT HISTORY

Various contracts | 08/09-present

Detailed below are main roles and projects; most short-term contracts have been excluded.

Fidelity | Presentations Specialist | 01/15-12/15 (contract)

- » Conversion of fund/client presentations, info-graphics, factsheets and articles to brand
- » Development and maintenance of metrics tools for management information reporting
- » Design of collateral for events **and** mentoring skills development of colleague

Herbert Smith Freehills | Graphic Designer | 05/13-12/14

(contract ended 05/14 but worked for them on an ad hoc from this time)

- » Design of marketing collateral in accordance with brand requirements
- » Sourcing and retouching of imagery

Dentons | Senior Designer | 03/13-05/13 (contract)

- » Design of marketing collateral and sourcing/retouching of imagery
- » Creation of screen show presentations, including animations, for corporate events

PA Consulting | Designer | 02/13-03/13 (contract)

- » Branding of presentations, info-graphics, templates and other materials for the company's clients

Short-term contract positions | various | 06/11-01/13

- » Various design, presentation and DTP roles for many different companies in London
(Herbert Smith, Simmons & Simmons, Arle Capital, Strutt & Parker, Goldbridge Capital Partners, KPMG and EY)

Stephen Fowell

Macquarie Capital | Graphic Designer | 10/10-06/11 (contract)

- » Liaised with clients to gather an understanding of their requirements
- » Designed covers, dividers, brochures, flyers and other materials; sourced images and maintained graphical resources library; ad hoc mentoring of colleagues in applications usage

State Street Global Advisors | DTP Graphics Specialist | 12/09-10/10 (contract)

- » Production of factsheets, ensured that all materials adhered to brand guidelines
- » Converted existing templates from QuarkXPress to InDesign

Capital International | Communications Services Associate | 01/06-07/09

- » Regular meetings with internal clients to ensure all publications met their requirements
- » Produced pitch, review books, presentations and designed general marketing collateral
- » Used VBA to add extra functionality to PowerPoint, Excel and Word

Aramark | Proposal Centre Co-ordinator | 07/05-01/06

- » Produced proposal books and other marketing related materials; sourced imagery and liaised with external print suppliers
- » Management of own work-load, logging of time allocated and materials used

Spirit Group | Assistant Manager/Licensee | 11/02-07/05

- » Control of stock and cash
- » Liaison with local authorities and the police
- » Venue promotion including design/production of marketing materials

COURSES

Harlow ITec Ltd | Information Technology Course | 1985-1986

- » Utilisation of computer hard- and software within the office environment, robotics and control, training people in applications usage and BASIC programming

Harlow College | RSA Level II NVQ in Financial Administration | 1991-1992

- » Information processing, processing of payments and documents relating to goods/services, payroll administration and maintenance of financial records
- » The course also included desktop publishing/print design, formal training of other students and a six months work-placement within a training organisation (Harlow Training Group)

QUALIFICATIONS

'O' levels:	English Language; Economics; Political & Social History
CSE:	Mathematics
City & Guilds:	Computer Literacy (953)
RSA:	Business Administration (Finance) NVQ Level II