

PERSONAL DETAILS



Date of birth: 23rd of August 1989

Nationality: English

Personal interests: Art and Design, music, socialising

Qualifications:

GCSE:

A Level:

- Art
- Graphic Design
- Maths
- English
- Double Business Studies

- Art
- Graphic design
- Music Technology


PROFILE

A highly motivated individual currently employed as a Marketing Assistant engaged in a number of design projects. I have proven communication and leadership skills from work experiences and enjoy facing new challenges.

I have a thorough interest in Art and Design and have established this in my current career by raising the standard of marketing materials and redesigning sales packaging.

I am confident with external clients and able to work either as part of a team or on my own, easy to get along with and able to adapt to job roles quickly and efficiently. I am a hard worker and committed to completing tasks to a high standard and to a tight deadline.

WORKING KNOWLEDGE OF:



- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Dreamweaver
- Adobe Flash
- ProDesktop
- 2D Design
- Microsoft Office

CAREER HISTORY

Power Health Products Ltd

September 2007 – Current

Marketing Assistant

In this role I am responsible for:

- > Design and production of marketing and sales materials to support the Power Health products and sales team such as:
 - > Leaflets/Brochures
 - > Posters
 - > Magazine Adverts
 - > Packaging
- > Product label designs both Power Health and Own Label products.
- > Conducting close communication with clients to ensure their own labelling requirements are fully met and deadlines are adhered to.
- > Managed design content and commissioned new Power Health web site. Subsequently now manage content updates such as banner designs, new product photos, news page photos etc.
- > Setting up designs ready for external print runs and communicating with printers.
- > Responsible for internal print runs of labels ensuring continued production of products. Also checking labels apply to new and up coming legislations.

Tog 24

September 2006 – September 2007

Sales Assistant

Experience gained:

- > Handle incoming stock and distribute to sales department
- > Responsible for front of house sales, cash handling and balancing
- > Handle customer enquiries and forward order requirements
- > Stock taking

Luigis Italian Restaurant

November 2003 – September 2006

Catering Assistant/Supervisor

Experience gained:

- > Catering experience including storage handling, and food preparation
- > Cleaned large amounts of kitchen equipment under pressurised situations to Health and Safety Standards
- > Organised and carried out large parties (for example weddings and social events)
- > Responsible for other part-time catering assistants, making sure schedules were kept and jobs were done to the correct standard.
- > Knowledge of food hygiene to the correct standard

Virgin Megastores

(School work experience)

Sales Assistant

Experiences gained:

- > Handled incoming stocks and distributed to sales department
- > Answered customers enquiries
- > Obtained general knowledge of a retail business

