

# Matthew Smart BA (Hons)

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Date of Birth: 30<sup>th</sup> October 1984

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**PROFILE** I have a genuine enthusiasm and passion for Graphic Design and also a determined and dedicated attitude towards personal and company achievement. I possess natural teamwork skills and I can openly discuss my work in a presentation environment. I have much experience in time management; completing briefs within the given time and budget.

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## EDUCATION

### OCTOBER 2010 **TEACHING CERTIFICATION**

TEFL INTERNATIONAL SCHOOL, BEIJING, CHINA

### 2004 - 2007 **BA (HONS) IN GRAPHIC DESIGN - 2.1**

SOLENT UNIVERSITY OF SOUTHAMPTON, UK

### 2001 – 2004 **AVCE INFORMATION COMMUNICATION TECHNOLOGY - BB**

NEW COLLEGE, SWINDON, UK

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## EMPLOYMENT

### JANUARY '11 **THE BRITISH SCHOOL OF BEIJING - SHUNYI CAMPUS**

- **PRESENT** South Side, No.9 An Hua Street, Shunyi District Beijing 101318, China

*TEACHING ASSISTANT*

Main achievements at The British School of Beijing include:

- Working with select groups to overcome learning boundaries
- Creating engaging displays

### AUGUST '09 **NETTEX MEDIA**

- **SEPTEMBER '10** Braeside Business Park, Poole, Dorset BH15 2BX. UK

*LEAD WEB / GRAPHIC DESIGNER & PHOTOGRAPHER*

Job role includes:

To liaise with creative director on digital advertising design briefs.

Main achievements at Nettex Media include:

- Managing a group of creatives on projects
- Work to tight deadlines and develop design schedules a month in advance to ensure productive and punctual deadlines.
- Applying software knowledge to meet client requirements and expectations.

**JANUARY '08 THE GLOBAL GROUP**

**- AUGUST '09** The Studio, 76 Shelley Road East, Bournemouth, Dorset BH7 6HB

*JUNIOR DESIGNER / ARTWORKER*

Job role includes:

Addressing client needs, keeping concepts and brief paralleled.

Brainstorming / discussing concepts with members of the studio.

Preparing work for reprographics, ensuring project meets brief, colour requirements and printer specification.

My main achievements at The Global Group include:

- Maintaining studio workflow in the absence of the studio manager and senior designers
- Designing promotional material for the Bournemouth Air Festival 2008
- Tackling multiple brochures and business material for Williams de Broë, one of the UK's leading firms of investment managers
- Creating in-store visuals for Coca-cola using photography and illustration.

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**CURRENT FREELANCE CLIENTS** **THE BRITISH CHAMBER OF COMMERCE, CHINA**  
The British Centre, Chaoyangmenwai Dajie, Beijing

**GLOBAL PEOPLES MEDIA**  
Hong Kong

**SCRAMBLE**  
Bournemouth, UK

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**OPERATING SYSTEMS / SOFTWARE SUITES / PROGRAMS**

**MAC OS10.5    WINDOWS 7**

**ADOBE CREATIVE SUITE CS4**

InDesign	Print ready; Brochures, Posters, Flyers
Photoshop	Retouching, HDR Photography, Website design
Illustrator	Illustrations, Multi-canvas design
Flash	Vector animation, web friendly export
Acrobat	PDF portfolio, PDF Markup, PDF presentations

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**REFEREES** **MAX WALKER**  
DIRECTOR - NETTEX MEDIA, UK  
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**NICOLA THOMPSON**  
TA COORDINATOR - BRITISH SCHOOL OF BEIJING  
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