

# Matthew Smart BA (Hons) Graphic Design

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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.

## EDUCATION

**2004 - 2007 BA (HONS) IN GRAPHIC DESIGN - 2.1**  
SOLENT UNIVERSITY OF SOUTHAMPTON

**2001 – 2004 AVCE INFORMATION COMMUNICATION TECHNOLOGY - B**  
NEW COLLEGE SWINDON

## EMPLOYMENT

**JANUARY '08 THE GLOBAL GROUP**  
**- PRESENT** 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.

Ensuring client is informed with brief progress using email, telephone and file transfer protocol (ftp).

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

Recording time taken for each project using File Maker Pro and listing amendments and expenses (including stock photography and PDF proofs).  
Creating client invoices while keeping client budget in mind.

#### 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.

## **DECEMBER '07 INBOX DIGITAL**

Inbox Digital, Vicarage Court, 160 Ermin Street, Swindon, Wiltshire SN3 4NE  
Part of the Digital marketing group

### **DIGITAL DESIGNER**

**Working on interactive projects for the following clients:**

- Alliance & Leicester
- McVities Penguin
- WWF (World Wildlife Fund)
- Jacobs Twiglets

## **JANUARY '01 CURRYS DIGITAL**

**- AUGUST '04** Unit 1, Greenbridge, Drakes Way, Swindon, Wiltshire SN3 3EF  
Electrical Appliances - Retail & Suppliers

### **CASHIER**

### **CUSTOMER SERVICE**

### **SALES REPRESENTATIVE**

Job role includes:

- Dealing with customer enquiries
- Communicating with external services
- Sales and Product Adviser
- Application of product knowledge
- Understanding customer requirements

## **COMPUTER EXPERIENCE**

In Design (CS3), Quark (6), Photoshop (CS3), Illustrator (CS3), Flash (CS3),  
Dream Weaver (CS3), Director (11), After Effects 6.5.

Experience using style sheet languages HTML, CSS and Actionscript.

Eight years of Macintosh and Windows experience.

## **INTERESTS / HOBBIES**

My personal hobbies include design, photography, illustration, origami,  
swimming and jogging.

## **REFERENCES**

**Darren Mooney, Creative Director**

The Studio, 76 Shelley Road East, Bournemouth, Dorset BH7 6HB  
Tel: (01202) 2727070

**Paul Shakespeare, Course lecturer**

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