

Curriculum Vitae

Education	1995 - 2000	Shelley High School & Sixth Form Centre
	2000 - 2003	Sheffield Hallam University

Marital Status	Single
Nationality	British Citizen
Date of Birth	1 February 1982

Summary of Qualifications

GCSE	10 Grades A-C
A-Level	Design Technology: Communication C Art & Design C
Degree Courses	BA (Hons) Industrial Design Innovation 2:2 Designing for the Web at LCC Interactive Website Design at LCC

Work Experience

May 03 - Present	Freelance Graphic Designer
Apr 09	Ministry of Sound Work Experience - Hed Kandi Events & Tours
Jun 08 - Present	Pollard Thomas Edwards architects Graphic Designer / Events
Jan 06 - Jun 07	Pollard Thomas Edwards architects PA to Director / Team Administrator
Aug 05	Bunker Design Consultancy Work Experience - Graphic Designer
Apr 04 - Jan 06	Wakefield Metropolitan District Council Welfare Rights & Financial Assessment Officer

About Me

I am an active, motivated and enthusiastic individual who possesses excellent computer skills which I continue to develop in line with new software. I also remain firmly in touch with the ever changing face of British design and contemporary architecture. In addition my organisational skills are exceptionally good and my innovative ideas have helped me develop and extend my experiences and ambitions.

At Sheffield Hallam University I achieved a degree in Industrial Design Innovation. The degree consisted of several modules from product design through to cultural studies and contemporary issues utilising my research skills. Academic projects have given me the opportunity to formulate and clearly present ideas and proposals to a team, thus building on my organisational, communication and presentation skills.

Since leaving university I have produced a variety of high profile freelance work, involving working on a range of media projects from advertising campaigns through to website design. This has developed my creative eye for design and an intuitive attention to detail, working to specific briefs, specifications and print and web production.

At PTEa I display the ability to multi-task, not only working conscientiously as a graphic designer but also by acting as their events co-ordinator. By prioritising tasks it allows me to implement, organise, budget and manage most of the events held at the company. In the past these have been open days, summer BBQs, film nights, quiz nights, football and softball events, sports days and Christmas parties. By managing and motivating people all these events have turned out to be great successes and have also met within tight budgets. This has also been achieved by using my excellent organisational skills.

My work with various organisations has given me essential experience with both customers and fellow employees and has allowed me to develop skills which are crucial to success in the work place. I work well in a team yet am confident and willing to make independent decisions and act on my own initiative. In my spare time I also run a club night called Shameless Disco which has hosted several successful events around London and which currently has a residency at Bar Music Hall and 333 in Shoreditch.

In addition my love of music has encouraged me to develop my work in another direction and recently I worked voluntarily at Ministry of Sound in order to gain more experience in the music industry.

Freelance History

- 10 **Pollard Thomas Edwards architects** graphic design and website design
www.ptea.co.uk
- 10 **David Cummings Photography** graphic design, branding and website design
www.dlcummings.com
- 10 **Ora Properties** graphic design, branding and website design
www.orapuglianproperties.com
- 10 **Vindaloo Vic** graphic design and website design
www.vindaloovic.com
- 10 **Acquire Design** graphic design, branding and website design
www.acquiredesign.co.uk
- 10 **Equiss Services** website design and branding
www.equiss-services.com
- 10 **Luciene Curtis** graphic design, branding and website design
www.lucienecurtis.com
- 09 **Ben Scantlebury** graphic design, branding and website design
www.benscantlebury.com
- 09 **Roo Humpherson** graphic design, corporate branding and website design
www.roohumpherson.co.uk
- 08 **Back2Space** graphic design and website design
www.back2space.com
- Shameless Disco** corporate branding, graphic design, website design, event photography, event management and club promotion
www.shamelessdisco.co.uk
- Space Promotions** graphic design
- Black History Month- Leeds** magazine design
- 07 **Direct Ads UK** corporate branding, graphic design and website design
www.directadsuk.co.uk
- Vibrations** magazine design, graphic design, typography and layout design
www.vibrations.org.uk
- Thomas Barraclough** graphic design and website design
www.thomasbarraclough.co.uk

Achievements

Design Editor - Vibrations Magazine (Leeds based music magazine)
Promoter, Photographer, Designer - Shameless Disco
Social Events Coordinator - Pollard Thomas Edwards architects
London Night Hike 2009/10 - team organiser and participant
Open House volunteer 2007/08/09
London Festival Architecture 2008/10 volunteer and event organiser
Attended 'Access Advanced' course
Second Prize - Morphy Richards Water Filter
First Prize - Selling Sound Competition (Wakefield Art Gallery & The Designers Republic)
Social Coordinator - Industrial Design Innovation 2003
Sheffield Hallam Snowboarding Team

Extensive Knowledge

Adobe Photoshop / Illustrator / InDesign
Adobe Dreamweaver / HTML / Adobe Flash (basic)
Adobe Acrobat Professional / PDF production for print
Microsoft Office (Access - design and maintenance of databases)
PC and Mac
Event Management
(implementing, managing, organising, budgeting and motivational skills)

References

References available on request
See website for portfolio www.timmetcalfe.com