

Kayleigh Jobs

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Personal Profile

Born in England, UK on the 27th August 1987. I have a passion for Graphic Design and have learnt essential skills through education and professional design work. I'm very keen to gain more hands-on experience in the industry. One of my main strengths is learning new skills quickly. I work well independently and as a team.

- I hold a full UK licence and own my own car.

Education

2008 - 2009 BA (Honours) Graphic Design Studies - First
Bucks New Uni - Amersham Campus

2006 - 2008 HND Graphic Design - Merit
Amersham & Wycombe College

2005 - 2006 Foundation Art & Design - Pass
Amersham & Wycombe College

2003 - 2005 BTEC National Diploma Multimedia - Double Distinction
Amersham & Wycombe College

1998 - 2003 11 GCSE's A-C including English, Maths & Science
Chesham Park Community College

Work Experience

June 2009 - July 2010 Web Designer & Support Analyst
Push, Harefield, Middlesex.

Once I left education, I decided to get into the web design industry. At Push, I've learnt to code e-mail newsletters, design websites using HTML, CSS and javascript and solve hosting issues. During my time there, I was put in charge of getting websites live, making changes to existing websites and creating e-mail newsletters.

April 2006 - June 2009 Freelance - Production TV Times
IPC Media, Southwark, London.

Working at TV Times has given me great insight into magazine production. Since I began working there, I have learnt image processing techniques, sending pages to press and built on previous technical skills. I work on five magazines, including; TV Times, TV Easy, What's on TV, Soaplife and TV & Satellite Week. I have also worked on production at 'Woman' magazine for a short time.

March 2007 - September 2007 Receptionist
Leisure Centre, Bucks.

During 2007, I worked as a receptionist. My duties were to; attend to customers, book courses and sessions, deal with cancellations and complaints, file memberships and input members' data onto the system. This gave the opportunity to work independently and to deal with customer issues.

August 2003 - June 2006

Shop Assistant
Toy Shop, Chesham, Bucks.

During my time working at the toy shop, I served customers, interacting with various age groups throughout the day and answered requests for items sold within the shop. I was responsible for re-stocking shelves, receiving new stock and putting up displays. I priced products and placed them in their relevant positions on the shelves so potential customers may easily obtain them.

Technical Ability

Software: Adobe Photoshop, InDesign, Illustrator, Flash and Dreamweaver.
Microsoft Word, Excel & Powerpoint.

Coding: XHTML & CSS.
Basic knowledge of Actionscript.

Operating Systems: Mac & PC.

References

References available on request.