

C U R R I C U L U M V I T A E

PERSONAL DETAILS

Name: Fiona Jane Nevada
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Address: 29 Timperley Way, Cheltenham, GL51 3RH



PROFILE

Both creative and technically minded. I take the design from concept through selection of appropriate stock to arranging the printing. I have written computer programmes for industrial knitting machines and HTML code for websites.

A good listener. I listen to what is needed, find a solution that fits the budget while remaining effective.

A mediator. I quality control managed 52 staff over 2 factory sites.

I can work in confidence. I have had to work with patient's medical photography images within hospital consent and copyright guidelines.

I am well organised. I time manage using Outlook or Palm calendars to schedule work in advance.

I communicate well with others, building relationships and working well in teams or taking the initiative.

Highly skilled in Indesign, Quark Express, Photoshop and Illustrator. More recently also experienced in use of Flash and Dreamweaver.

Equally at home on Mac or PC platforms maintaining either with occasional support by phone.

EMPLOYMENT SUMMARY

Marketing & Fundraising Volunteer – Art Shape [Present]

Creating and maintaining database of contacts. Calling contacts to inspire interest to participate or donate. Design of promotional material, HTML emails, newsletters and updating website.

Lettings Ad Creator - Gloucestershire Media [May - July 2008 - 8 week contract]

Creating press-ready artwork for property ads in local newspapers. Speed and accuracy essential.

Creative Artworker - Montpellier Creative [March - April 2008 - 6 week contract]

Working on branding, brochures, catalogues, websites and exhibition panels with direction from the Creative Director. Contributed ideas for marketing concepts and new branding.

Graphic Designer - Gloucestershire Hospitals/ Primary Care NHS Trusts [Sept 2000 - Aug 2007]

Transforming the clients requirements from initial brief into practical design solutions; Liaising with external printers, illustrators and photographers - getting quotes and checking finished quality and ensuring on-time delivery; Maintain a library of photos. Matching invoices to quotes and deliveries to approve payment; Managing time and workload effectively to deliver projects on time and on budget; Supporting marketing and media campaigns.

- Foundational member of the Trust's Patient Information Steering Group – helped to set county-wide policy and quality standards for patient information.
- Ensured continuity of and effective use of Corporate Identity by offering advise and running practical workshops.

Graphic Designer - Worcestershire County Council [1999 - 2000]

In addition to the usual requirements of the post (listed in full above)

- Designed the County Council's stand at the Three Counties Show. Attended as official photographer and Council representative.
- Output press ready artwork directly to plates for in-house printers.

Graphic Designer - Servicepoint UK, Cheltenham [1997 - 1999]

In addition to the usual requirements of the post (listed in full above)

- Contributed to marketing strategies to promote the in-house design and production of POS collateral i.e free-standing light pods. Designed, printed, mounted and laminated large format posters, banners and exhibition panels in-house.

C U R R I C U L U M V I T A E

Knitwear Designer – Arba Knitwear Ltd, Leicestershire [1996 - 1997]

Designed garments for retailers including H&M. Created story/mood boards to interpret trends. Sourced yarns and buttons. Presented collections to buyers.

Designer – Premier Style Corporate Clothing Company, Leicestershire [1996]

Created artwork for logos on clothing, umbrellas, mugs etc. for companies (i.e. Schweppes) using pens, paper and board - without the aid of a computer, scanner or printer. Co-ordinated production schedules of suppliers.

Knitwear Designer & Quality Controller - Turner & Jarvis, Leicestershire [1993 - 1996]

Designed garments for retailers including Next, Burberry, Asda. Responsible for quality control management of 52 staff over two factory sites.

EDUCATION

9 O'levels including Maths (C grade), English Lit & Language (B grades) and Chemistry (A grade)

2 A'Levels Art & Art History and Physics

National Diploma Foundation in Art & Design

B.A. Hons Degree (2:1) Design
Demontfort University, Leicester

M.A in Culture and Media Studies - to be completed
Distance learning with the Open University

REFERENCES

Caroline Tate - Volunteer Coordinator

ArtShape, 26 Station Road,
Gloucester, Gloucestershire, GL1 1EW
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Coralie Crick - Property Team Leader

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