

Curriculum Vitae: Simon Moore

DOB 12/07/80

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The visualisation, conceptual and time management skills I bring to the table have been honed through a range of work situations ranging from initial employment as a MAC operator right through to my current position as a middleweight graphic and web designer.

With a keen eye for detail and an enthusiasm to learn, no matter the work environment, I immediately become an asset.

Employment History

October 2005 – Present

Freelance

Graphic & Web Designer

I have undertaken many freelance jobs since 2005, initially by myself but increasingly in co-operation with 2 design agencies, namely:

- Onlineworx (<http://www.onlineworx.net>)
- Orange Attic Ltd. (<http://www.orangeattic.com>)

Responsibilities:

- Undertaking jobs from initial contact with clients right through to final production.
- Liaising with established design agencies and producing work to complement their established styles.
- Availability at short notice for any problems/ alterations.
- Management of multiple simultaneous projects of varying scale and priority
- Constantly improving timescales and quality of work to reach an advanced position as a designer and organiser.

Key achievements:

- Chosen by 2 design agencies to work closely with them due to my expertise and professionalism.
- Increased knowledge of intricacies of dealing with clients across a wide range of fields.
- Continuation of direction chosen for my career

November 2006 – Present

Onlineworx

Graphic & Web Designer

Onlineworx is a Manchester based Web & Graphic Design agency with whom I gained employment after working alongside on a number of design projects in a freelance capacity.

Responsibilities:

- Building, maintaining and coding web pages
- Communicating with potential clients about possibilities and limitations of the Internet
- Delivering sales pitches
- Creating mock-up designs
- Cross browser HTML, XHTML & CSS Authoring/troubleshooting
- Working with Development staff by providing templates and maintaining pages
- Image design, slicing, optimisation and preparation for web
- Archiving of work, code, information, resources for reuse and reference

Key achievements:

- Moved from a predominantly design for print background to a far more web-related position
- Increased knowledge of intricacies of the Internet and strong understanding of HTML and CSS, including application in the production of well-structured websites

October 2005 – September 2006

The Print Store

Graphic Designer

The Print Store was a print and design company based in Manchester City center, I was relied on to liase with customers and turn ideas and initial design concepts into complete projects ready for print.

Responsibilities:

- Design development through the application of relevant software packages
- Meeting expectations, in relation to conceptual ideas, from briefings through to finalisation of ideas
- Creating identities for fledgling companies, namely logo and colour scheme ideas and their implementation in the creation of corporate literature and marketing materials
- Management of multiple simultaneous projects of varying scale and priority

Key achievements:

- Excellent time management skills, meeting deadlines and providing a professional service
- Development of web design skills in relation to page layouts and optimisation of pages for use on the Internet
- Improvement of already high quality customer service skills to ensure smooth interaction with a variety of clients

October 2004 – April 2005

Whistler Blackcomb Mountain Operations

Ski Lift Operator

Whistler Blackcomb is one of, if not the finest, ski resort in the world. The job of lift operator is a highly desirable job with fierce competition to gain employment.

Responsibilities:

- To ensure all members of the public load and unload ski lifts in a safe manner, providing assistance where necessary
- Responsibility of being an ambassador for Whistler Blackcomb and ensuring their image as a highly professional, approachable company is upheld
- Working alongside all other mountain staff to ensure a high level of safety is maintained across all aspects of the mountain

Key achievements:

- Setting out to fulfil a dream and ensuring that I succeed to the best of my ability
- Gaining employment based on my personality whilst faced with fierce competition
- Improvement of my ski and snowboard skills up to instructor level
- Budgeting money to allow myself six months of travel throughout Canada and Cuba

September 2003 - October 2004

Bodoni Signage and Design Agency

Graphic Designer/ MAC Operator

Bodoni Signage and Design Agency is a small Bramhall based company, as one of only three members of staff I was involved in the everyday running of the company.

Responsibilities:

- Operating as sole designer and MAC operator in the design of a broad spectrum of work
- Liaising with clients and applying skills learnt whilst studying my degree
- Providing administrative duties when necessary
- Ensuring accuracy of design work, in particular signage, to ensure scale of signage was correct when brought onsite to be installed
- Using time management skills to ensure projects were completed to a set time-scale

Key achievements:

- Gaining employment within a highly competitive industry

- Altering degree level skills into experience relevant in the professional working environment, for example the relevance of specifying exact pantones in order to achieve exact colour management in print jobs.
- Learning how to interact with 'live' clients and all the problems involved in real life design work environments
- Improvement of design skills to provide highly capable design concepts in a relatively short time scale
- An extensive understanding of 'old school' design methods and the incorporation of these philosophies in contemporary design
- Increased knowledge of page layouts and the use of strong page structures in the design of printed documents

Education

2001 – 2003 BA (Hons) Graphic Design: 2.1	John Moore's University
1999-2001 HND Graphic Design: Merit	City College Manchester
1997 – 1999 ND Graphic Design: Merit	Menai College, N. Wales
1990 - 1997 10 GCSE's all C and above	Friars School Bangor, N. Wales

Software Literacy

- Photoshop – advanced
 - Illustrator –advanced
 - Indesign - advanced
 - Freehand – advanced
 - Flash – intermediate
 - Microsoft Word, Excel, PowerPoint – advanced
 - Dreamweaver – advanced
 - Swift 3D - intermediate
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Other Achievements and Spare Time Interests

- Short-listed from thousands to the last eight for a Royal Society of Art Design Award, the highest honour for any design student.
 - Fulfilled a life-long ambition to spend a season in Whistler
 - An avid reader with a keen interest in computer games
 - Passionate about snowboarding and skiing
 - Nam Pai Chuan Shoalin Kung Fu
 - Mountain biking
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Referees

Available on request.