



07984 393068



gmoles@hotmail.co.uk  
info@georginaelainegraphics.com



georginaelainegraphics.com



Hertfordshire/North London

## CREATIVE SUITE SKILL LEVEL



## KEY SKILLS

- Ability to create concepts
- Exceptional creativity and innovation
- Able to work with various media & mediums
- Creative Suite (Photoshop, Lightroom, Illustrator & Indesign)
- Communication skills
- Meeting deadlines
- Working as part of a team
- Excellent time management and organisational skills
- Computer literate with updated softwares
- Work well under pressure
- Work well with children
- Excellent customer service & ability to handle difficult clients
- Administration
- Managing and taking lead on projects
- Taking projects from start to completion
- Accuracy and attention to detail
- Up to date with current trends
- Liaising with external printers to ensure product is printed to its highest standard

## ABOUT ME

I am a dedicated and hardworking individual whose main passion is design. I enjoy fast paced working environments as I like to keep busy and take on new challenges. I am no stranger to working under pressure, in fact I class it as one of my key strengths. I have excellent computer skills especially with the Adobe Creative Suite and due to my previous experience as an Administrator I have a very organised approach to my work. I am able to take projects from start to completion, handling all aspects not just the design side. I have experience in managing outdoor advertisement & assisting a marketing team, that being said my main skill set is Graphic design, that is where I'd like my focus to be. I am very goal motivated and I find nothing more satisfying than achieving the goal I have set or finishing off a project to the highest standard. I have spent 5 years teaching myself everything and anything there is to know about Graphic Design. My love for design, particularly graphics started at a young age, when I was 15 I set myself a goal to become a Graphic Designer at a reputable company, 9 years later I am the sole creative lead for one of North London's Award Winning Estate Agents.

I appreciate you may be put off by the fact I didn't pursue a degree, this was a personal choice as I decided to learn on the job. This has given me real life experience in the design and print industry which is why I am able to handle large projects from start to finish on my own. As much as I enjoy working on my own I am a team player and find great accomplishment when everyone pulls together to achieve a great end result. Please take a look at my website which showcases some of my work over the last few years.

## EDUCATION & QUALIFICATIONS

### Barnet Southgate College 2013-2015

- 90 credit diploma graphic design level 3 (distinction\*)( distinction)
- Extended diploma graphic design (merit) (merit) (pass)
- Level 2 functional skills (maths)

### Queen Elizabeth Girls School Barnet 2008-2013 - GCSE

- |                         |                              |
|-------------------------|------------------------------|
| • Maths-D               | • History-D                  |
| • English literature- C | • Science BTEC_ Distinction* |
| • Graphics design-B     | • ICT-Pass                   |
| • Art- C                | • Short course RE- C         |

## PREVIOUS EMPLOYERS

### Disco mania mobile DJ (2014 - 2015)

#### Responsibilities

- |                        |                                      |
|------------------------|--------------------------------------|
| • Advertising          | • Speaking on the phone to costumers |
| • Branding the company | • Managing social media accounts     |
| • Helping at events    | • Designing and branding company     |

### Marketing Administrator & PA to Head of Marketing - Martyn Gerrard Estate Agents 2015

#### Responsibilities

- |   |   |
|---|---|
| • Answering calls                               | • Assisting directors throughout the day            |
| • Updating the company's current website        | • Sending of submissions for magazines              |
| • Creating spreadsheets & reports               | • Designing images on Photoshop for the website     |
| • Making amendments on magazine proofs          | • Internal Graphic Design                           |
| • Assisting in the co-ordinations house events  | • Organising the Head of Marketing's emails & diary |
| • Organising promotional bags for shop openings |   |
| • Designing canvassing flyers                   |   |

### Creative Graphic Designer - Martyn Gerrard Estate Agents & Abbeytown LTD development company - 2016 - current

#### Responsibilities

- |   |   |
|---|---|
| • Creating concepts & ideas for campaigns   | • Liaising direct with printers                                   |
| • Creating artwork across all mediums (billboards, hoardings, magazines, flyers, leaflets, digital advertisement, brochures & more) | • Managing projects   |
| • Creating layouts & templates  | • Taking lead on projects   |
| • Keeping all printed & digital materials up to date and inline with current seasons & the brand                                    | • Managing the outdoor advertisement                              |
| • Vector illustration   | • Create and manage the Land and New Homes marketing              |
| • Photo editing & manipulation  | • Creating sophisticated artwork for external property developers |
|   | • Organising staff themed Christmas party                         |