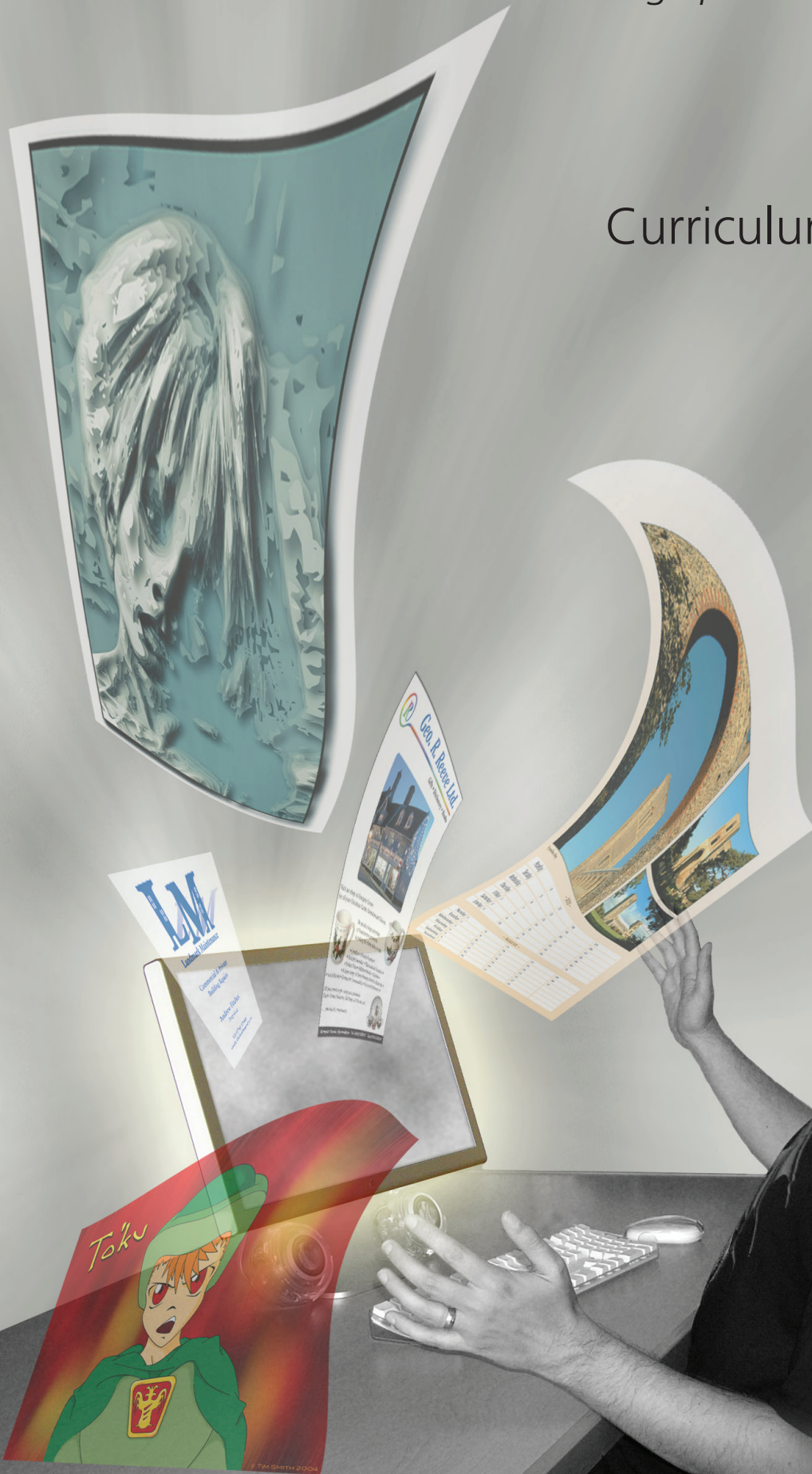


Tim Smith

graphic designer

Curriculum Vitae



Tim Smith

graphic designer

Full name : Timothy Andrew Smith
Date of birth : 27 September 1971
Marital status : Married with one daughter
Mobile : 07941 852914
Email : space.penguin@btinternet.com
Website : www.spacepenguin.co.uk

Specialties : Apple Mac
QuarkXPress
Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Adobe Acrobat
Adobe GoLive
Adobe PageMaker
Corel Draw

I have been active in design and print for twenty years, during which I have obtained relevant qualifications and invaluable experience covering all aspects of the trade, including training.

Current employer : Geo. R. Reeve Ltd. Printers & Stationers of Wymondham
1 February 1992 to present

Positions held : Studio Manager (from July 2000 to present)
Graphic Designer (from February 1992 to present)

Previous employer : Prontaprint (Norwich) plc. Printers
September 1988 to end of January 1992

Positions held : Graphic Designer
Print Operator
Sales Assistant

Work experience : Eastern Counties Newspapers Photography Department
Photographer and Photographic Technician
November 1987 (1 week)

Qualifications :**Hethersett High School - 1986-1988 :**

Spanish	Level 1	Pass	
CDT: Design & Technology	GCSE	A	
Physics	GCSE	A	
Geography	GCSE	B	
Mathematics	GCSE	B	
English Language	GCSE	D3	(equivalent CSE grade 2)
English Literature	GCSE	D	(equivalent CSE grade 2)
Art & Design	GCSE	E	(equivalent CSE grade 3)

Note: I was disappointed with my English grades as I felt my standards are much higher than my exam results show, and over the past years I have vastly improved my knowledge of English Language, especially grammar and punctuation, as part of my working life, particularly in the typesetting of books and other publications. I would love to retake English and Art GCSEs if the opportunity came up.

Norwich City College - 1990/92:

City & Guilds 5240	Graphic Communication and Machine Printing
City & Guilds 5171	Reprographic Techniques
	01 First Written: Distinction
	02 Second Written: Distinction
	03 Project Work: Distinction

Experience :**Prontaprint plc :**

At Prontaprint I carried out a number of duties, these include; Printing on two lithographic offset machines (A.M. Multilith 1250 A4 press and A.B.Dick A3 press); Platemaking of paper/photopolymer plates for use on both presses; Creating artwork for print jobs using paste-up techniques and camera and also using Aldus Pagemaker on Windows PC; Cutting paper for print jobs on guillotine; Finishing print jobs including trimming, hand numbering, hand collating, folding (both by hand and using folder), glueing and padding; Delivering finished jobs to customers; Stock control and ordering of all paper, press consumables and all shop stock; Maintaining a database of all customers (contact name, address, and telephone numbers, type of business and all transactions); Utilising the database for specialised mailshots and promotions; Taking customers orders for print jobs and arranging proofs; Quoting for print jobs; Sales Assistant in shop front for stationery/office supplies. In some cases (normally as holiday cover) I was in control of the whole operation. I would spend the morning in the shop front taking orders and creating artwork, then when cover arrived in the afternoon in the shop, I would move to the press room to print and finish the jobs.

On two occasions I trained school-leavers on the printing presses who then operated the presses in other Prontaprint branches.

I also spent some time at other Prontaprint branches (Lowestoft, Great Yarmouth and Kings Lynn) as holiday cover, operating presses and manning the shop front.

During my time at Prontaprint, I attended numerous courses at Darlington Head Office and in London on several topics including, Desk Top Publishing, Customer Relations, Quoting, Telephone/Communication Skills and Promotions.

Experience :**Geo. R. Reeve Ltd :**

Since starting at Geo. R. Reeve Ltd. technology in the print industry has moved on at a great pace, and it has been one of my duties to advise on how the Design Studio can keep up with the rest of the industry.

Originally I was using Scantext, an industry specialised typesetting system which produced text on bromides from a photographic imagesetter which was then positioned using paste-up techniques. Based on my advice the Design Studio moved to Apple Macintosh and QuarkXPress 3.3 in September 1993 allowing for full page make-up and the use of graphics. Since then I have continually upgraded our systems when necessary to the high specifications in use today, including Computer-to-Plate (CTP) imaging system.

The increase in productivity this created allowed a higher turnover of work and in 2000 I advised that a second Mac Operator should be employed. I was responsible for interviewing possible candidates, making the final choice and (as Studio Manager) training the successful applicant in all aspects of the job.

In the creation of the artwork for the print works, I have worked closely with customers, discussing their needs and ideas, helping them to obtain a high quality, professional image.

In addition to the creation of artwork, it has also been my responsibility to maintain stock levels of pre-press consumables, lay-down and make plates, create and update database of all jobs, and file plates/artwork for future reprints.

Recently, I have been working very closely with Rod Green (Work Based Learning Co-ordinator – FdA Graphic Design Course at Norwich School of Art), taking students on one week placements, giving the students on hand experience in the industry and providing training in Photoshop, Illustrator, QuarkXPress and/or InDesign in a working environment.

Other Relevant Experience :

I have a solid, basic understanding of html as well as experience in designing and creating web-pages and site structure in Adobe GoLive. This fits together with my ability to create suitable images for use on the web including rollovers, animated GIFs and imagemaps.