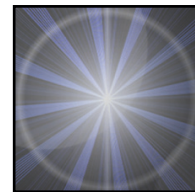


ROBERT DONALD

Graphic Designer



Employment _____

10/2003–03/2011: Graphic Designer/Senior Graphic Designer (Athena Press Book Publishers).

Duties included:

- Cover design, working from initial concepts through to final approved artwork and the preparation of digital files ready for printing.
- Liaising with the editorial department and authors at an early stage to establish the design specifications (format, binding, illustrative material etc) of a given title.
- Managing the overall work schedule for the design department to ensure that work is delivered on time and to a high standard.
- Monitoring the progress of out-of-house illustrators to ensure quality control for illustrations, then supervising layout work on children's books in Adobe InDesign.
- Approving and formatting of all interior imagery (such as the design of all maps and diagrams) and coordinating with image providers, photographers and freelance designers to ensure processing of correct payment, accreditation, and other reproduction rights.
- Responsible for the interviewing and hiring of new staff. This involved discussing with management the workload and general role of the design department within the company.

09/2002–Present: Freelance Graphic Designer (The Royal Marines Historical Society)

I designed the book cover, page layout and advertising flyer/order form for *A Short History Of The Royal Marines*. Work was completed on a revised second edition of the book in 2004 and a third edition in 2007. In 2009 I was asked to continue designing their special publications for the society, as well as working on new editions of their back catalogue. So far, four publications have been completed, with more due to start production soon.

10–11/2002: Freelance Graphic Designer (The Golden Hinde)

I designed a children's activity guide to the ship, including a labelled cutaway on the centre spread.

03–07/2003: Administrator (MOD Guard Service, Portsmouth Naval Base)

Duties included processing of staff leave, sick and overtime information to the Naval Base Pay Department, as well as other office work, such as typing, filing and stationary orders.

Dates and details of pre-graduation employment available on request.

Profile _____

I have the ability to analyse a brief and develop solutions, whilst both giving attention to detail and keeping the overall picture in mind. Possessing strong improvisational and problem solving abilities, I have developed an organised yet flexible approach, as well as excellent verbal and written communication skills. I enjoy working within a motivated creative team, but am also happy to lead when required. I can also offer a substantial knowledge of computers and associated technology, combined with good freehand skills.

Computer Skills (Mac & PC) _____

Experienced in the use of:

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Adobe Acrobat/Distiller
QuarkXPress
Macromedia Dreamweaver
Microsoft Word
Microsoft Excel

Good working knowledge of:

Macromedia Flash
Macromedia Director
Microsoft PowerPoint
Microsoft Publisher
Microsoft Outlook
3D Studio Max

Education _____

1999–2002: BA (Hons) Graphic Design, Coventry University
Upper Second Class Award.

1998–1999: BTEC National Diploma in Foundation Studies Art & Design, Coventry University
I have developed skills in several other areas of Art and Design, including photography.

1996–1998: A levels, Oaklands Sixth Form College, Waterlooville, Hants.
Art & Technology (C).

1992–1996: GCSEs, Oaklands R C School, Waterlooville, Hants.
Geography, French & English Literature (A); Design Technology (B); Art, English Language, Double Science, Mathematics & Religious Studies (C).