

# Catherine Horsley

A self-motivated creative who is professional, hard-working, and always keen to learn. Not a bad sense of humour either

DOB 19 January 1979  
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## Work History

- Apr 2007 - Present  
Position  
Role
- NAGC.** A charitable organisation which supports the families of gifted children  
**Graphic Designer**
- Designing various in-house publications and managing all areas of production
  - Creating leaflets, flyers, booklets and other printed promotional material
  - Designing and coding E-Newsletters and overseeing distribution
  - Project management and liaising with colleagues and volunteers
  - Preparing artwork for website plus designing and coding microsities
  - Designing in-house and out-house advertisements
  - Taking photographs for publications and obtaining imagery from stock libraries
- Key Achievements
- Annual Report awarded “Runner Up” at ICAEW’s Charities Online Accounts Awards 2009
  - Independently managing all aspects of design and production
  - Radically changing publications to a professional standard
  - Creating a new brand, one which represents the organisation
  - Working to and always meeting extremely tight deadlines
- Present  
Position  
Role
- Various freelance projects.** Working from home  
**Graphic Designer**
- Designing for print and online projects such as identities, stationery, flyers, leaflets, display panels, websites and more
- Key Achievements
- Ensuring all work and outcomes meet the clients requirements and design brief
- Nov 2005 – Jul 2006  
Position  
Role
- Milton Keynes College / Stantonbury Campus.** Art & Design/Performing Arts  
Young Apprenticeship in Creative and Cultural Industries  
**Teaching Support Assistant**
- Assisting teachers in class and actively working with individuals and small groups
  - Liaising with parents, teachers and employers to support students and helping them with the organisation of their wider curriculum subjects
  - General administration duties and helping the teacher source material for lessons
- Key Achievements
- Designed and produced end of year performance posters and leaflets

Nov 2004 – May 2005  
Position  
Role

**Milton Keynes College.** Year 1 National Diploma in Graphic Design  
**Training Associate Lecturer**  
■ Teaching graphic design whilst studying for a Level 3 teaching qualification

Key Achievements

■ Motivating students and helping set a high standard of work

Apr 2001 – Aug 2004  
Position  
Role

**Teletext Ltd**  
**Digital Designer**  
■ Designing and creating new sections and pages across teletext.co.uk and teletextholidays.co.uk, which involved working closely with the marketing and commercial department  
■ Designing website screens digitally and coding them in HTML  
■ Uploading the images and content and maintaining the design of both websites on a day-to-day basis  
■ Creating animated and static advertisement plugs and banners  
■ Working on the design process for print advertisements, cable and satellite TV

Key Achievements

■ Key contributor towards the re-branding process for the websites  
■ Working effectively within a team environment and also individually

Jun 2000 – Apr 2001  
Position  
Role

**Chronos Publishing**  
**Junior Graphic Designer**  
■ Designing in-house and client advertisements that were published in a weekly and monthly magazine  
■ Laying out and setting up editorial pages ready for print  
■ Scanning and re-touching photographs

Key Achievements

■ Designing successful advertisements that would run week after week  
■ Working to extremely tight deadlines on a daily, weekly and monthly basis

## Education

1997 – 2000  
1995 – 1997  
1991-1995

University of Hertfordshire - 1st Class BA Honours in Two-Dimensional Design  
Milton Keynes College - GNVQ Advanced in Art & Design (Distinction)  
Stantonbury Campus - 9 GCSE's (including Design-A\*, English-A)

## Skills and Interests

Mac and PC Literate

Photoshop, Illustrator, InDesign, Quark Express, Dreamweaver, GoLive, HTML, XHTML and CSS, Microsoft Word, Excel, Outlook, Windows XP and Mac OSX+

Interests

I enjoy photography, reading, spending time with family, gardening, visiting exhibitions and galleries

Referees available on request