

«First» «Last»

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PROFILE

A self-motivated and enthusiastic professional, possessing excellent communication and interpersonal skills. Highly motivated with a strong work ethic and ability to work on own initiative as well as part of a team. Seeking a position that will provide fresh opportunities and challenges whilst allowing me to make a positive contribution in a forward thinking organisation that recognises and rewards individual achievement. Creative and perceptive problem solving and analytical skills. Dedicated to maintaining high quality standards.

EXPERIENCE

Editor (visual), Angel Foundation (God TV), Newnham Road, Plympton, Plymouth PL7 5BH 2007-2009

- To ensure that an effective and efficient editorial function is provided for GOD TV.
- To ensure that the Editorial Dept workload is completed on time.
- To ensure that all departmental systems, procedures and routines are maintained and applied.
- To liaise with the Production Dept (Promo co-ordinator, Librarian and Production assistant etc.) to ensure that they are giving the editors the edit material on time and logged correctly with the relevant information (scripts, voice over's etc.)
- To ensure that GOD TV broadcasting content policy is understood and applied.
- To ensure that Ofcom guidelines and technical broadcast standards for audio and video are understood and applied.
- To carryout editing duties on key promos, programmes and inserts.
- To ensure a high standard of post-production quality of all edited material leaving the facility for broadcast, the web etc. is maintained.
- To assist in making sure the Edit network is kept up to date, maintained and backed up properly. To help assist keeping all editors informed of any changes and updates to the edit network and to assist all the editors to keep up to speed on all new software and updates.

Post Production Editor/Graphic Designer, Abundant Life Centre, Wapping Road, Bradford 2002-2007

- Promotional videos.
- Post production editing for TV
- TV adverts & promo's,
- Music DVDs, Albums, Graphic design.
- Magazine layout and design, Flyers, Brochures.
- Web design and layout, Website maintenance, Website redesign.
- Photography.
- Product design packaging.

Freelance Web & Graphic Designer

1999-2002

- Day to day running of business.
- Web design and layout, Website maintenance, Website redesign.
- Photography.
- Product design packaging.
- Graphic design.
- Magazine layout and design, Flyers, Brochures.

Additional Work Experience

Altrix – IT Consultant & Programmer (Bradford, England)

Akam House, Bradford Drug Dependency Clinic.

Dreamprint – Graphics & Signage. (Bradford, England)

Mission Holdings, St Kitts – IT Manager & Graphics. (Caribbean)

Home Warehouse – IT Network Administrator/Engineer. (South Africa)

VeeDubVet - Restoration & customisation of Volkswagen Beetles. (South Africa)

Cashbuild - Branch Manager (Building Materials and Hardware)

Inclodons - Building Materials and Hardware. (South Africa)

SKILLS

- Computer Literate (Apple Mac & PC)
- Final Cut Pro Edit Suite (Final Cut, Sound Track, Live Type, Motion)
- Web design, Dreamweaver, Html, CSS
- Camera work (e.g TV)
- Photoshop
- Indesign
- Photography
- Internet

LIFE SKILLS

- Reliability and time management.
- Organisation and planning.
- Initiative.
- Food preparation skills, cooking.
- Budgeting skills.
- Tidiness, good hygiene skills.
- Practical skills, e.g. painting, decorating, household plumbing, woodcraft, metal work.
- Gardening skills.
- Child Fostering.
- Youth work.
- Interpersonal skills.
- Co-operation, teamwork skills.
- Working with others of different race and nationality.
- Commitment.
- Enthusiasm, motivator, leadership skills.
- Public responsibility.

EDUCATION

Barberton High School, Barberton, Mpumalanga, South africa

Matric - (O levels equivalent)

- English C
- Afrikaans D
- Maths C
- Accountancy C
- Geography B
- Wood/Metal work A
- Biology C

COURSES

Training the Trainer (in house training – Cashbuild)

Management Skills (in house training – Cashbuild)

Recruitment & Selection (in house training – Cashbuild)

INTERESTS & HOBBIES

Photography, Motor Cycling, Movies, Internet, Graphics, Art, Camping, Gardening, Cooking, Outdoor activities

PERSONAL DETAILS

Date of Birth: 21st January 1961

Nationality: British

Health: Excellent

Drivers Licence: Full Clean drivers Licence

Additional Information: Speak, read & write Afrikaans

REFEREES

Charles Bown (God TV) charliegbown@mac.com 01752 332100

Simon Dempsey (NewBlack) simon.dempsey@new-black.com 07817955416

Stephen Matthew (Abundant Life Centre) 01274 307233