

Hayley Coleman

Extremely well organised, hard working and willing. Works well in a team and alone, plenty of initiative and common sense. Professional, easily approachable and helpful.

Skills

Communication: excellent interpersonal skills; can communicate effectively with everyone from senior managers to work experience people; polite, friendly.

Computing: Mac and PC literate. Excellent knowledge of Quark Xpress, Adobe Photoshop, general office software; good working knowledge of Adobe Illustrator, InDesign, MidSystem and Macromedia Dreamweaver.

Ideas and analysis: passionate, inspired and always enthusiastic. Motivated by excellent design, clarity of communication and the challenge of making the product fit the purpose.

Organisation: proven ability to negotiate several projects at the same time and to tight deadlines; logical and tidy, known for producing very usable filing systems.

Employment History

January 2007 to date Magazine Designer, Newsquest (Sussex) Ltd

- Production of design-led monthly music magazine the Brighton SOURCE, and monthly ethical lifestyle magazine Rocks Magazine
- Responsible for redesign of The Argus Interiors glossy supplement and various niche publications within the company
- Complete redesign of SOURCE in late 2007, giving the magazine a cleaner, fresher look, while retaining the familiar feel of a much loved magazine.
- Sole designer on complete redesign of Rocks Magazine in early 2007, including branding. New design was hailed a huge success and branding now widely recognised around Brighton and Hove.
- Illustration of Rocks front covers
- Designed SOURCE website and responsible for monthly updates using Macromedia Dreamweaver (self-taught).

March 2004 to January 2007 Mac Operator, Newsquest (Sussex) Ltd

- Designing adverts on the SOURCE along with general advert design for all other Newsquest publications
- Worked closely with the Promotions team on the design of templates of travelshop adverts to be used by all pre-press Mac Operators; this led to the complete design of a 16 page travel supplement
- Filing and storing of all advert copy into our archive system

May 2002 to February 2004 Customer Advisor & Administrator, Steyning Leisure Centre

- Data input and filing of memberships along with payment queries, direct debit reports using MS Word and Excel
- Taking potential members on tours of the leisure centre
- Motivated a booking and registration system for the crèche and organised the files for swimming lessons

May 2002 to August 2003: Crèche assistant, Steyning Leisure Centre

Education and Training

October 2007: Illustrator Training Course, Silicon Beach Training, Brighton

September 2005 - Summer 2007: Level 3 NVQ Advanced Modern Apprenticeship in Desktop Publishing. Grade 1. Shortlisted for award.

September 2005 - April 2006: Photography for Beginners, Varndean College, Brighton

March 2004 - September 2005: Level 2 NVQ Advanced Modern Apprenticeship in Desktop Publishing.

June 2004 - July 2004: Web Design class using Macromedia Dreamweaver, Flash and Freehand applications. Hove College, Hove.

September - November 2003: Quark Master Class (Quark XPress and Adobe Photoshop). Hove College, Hove.

1994 - 2001: Steyning Grammar School and Sixth Form College.

Two A Levels (Art and Design, grade B, Design and Technology, grade C). Six GCSE's grade A - C

Other Interests

I love photography, especially at weddings – I have been the official photographer at several weddings and am already booked for one this year and one in 2009. I am planning to set up a dark room at home.

I have a passion for painting, and I have been asked to produce a painting for my local GP's new surgery.

From the age of 7 up to 17, I competed in race walking events all over Britain for my local athletics club and represented Sussex and the South of England. In spring 2007, I completed the London Marathon and am hoping to take part again next year, as well as a six mile charity run along Hove seafront, dressed as a superhero. I play for Steyning and District Stoolball Club, I am a green belt kick boxer and swim regularly.

References

Mr Martyn Willis, Managing Director
Argus House, Crowhurst Road, Hollingbury, Brighton, East Sussex, BN1 8AR
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Sarah Lewis, Editor, Rocks Magazine
Argus House, Crowhurst Road, Hollingbury, Brighton, East Sussex, BN1 8AR
01273 544532

Mr Howard Blanks, Prepress Manager
Argus House, Crowhurst Road, Hollingbury, Brighton, East Sussex, BN1 8AR
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