

Curriculum Vitae for Mrs Julie Locke

How can you find me?

You can find me on the web at <http://www.juleslocke.co.uk> or email me at: jules@juleslocke.co.uk;

- You can write to me at 11 Cowper Road, Cheltenham, GL51 7SR.
- Phone me on 01242 704420 or 07919 400006

About Me.

With an outgoing personality I believe that my positive attitude, experience and skills have enabled me to succeed, through hard work and determination and would be of benefit to any employer.

What skills do I have?

Profile

- Detail orientated team player, but equally proficient under self motivation.
- Organised, flexible and able to meet tight deadlines in a fast paced environment.
- Great attention to detail towards graphic, web and print.
- Excellent customer service skills and client liaison with a strong background of print.

Relevant Skills

- Adobe CS3 and CS5 - Photoshop, InDesign, Illustrator,
- Flash and Dreamweaver
- PDF file creation for print.
- Experience in using Quark Express
- In depth knowledge of HTML and CSS
- Microsoft Packages - Word, Excel and Powerpoint
- Follow Corporate Guidelines

Printing Skills

- Komori Lithrone 26 (4 colour no.1 minder)
- Heidelberg GTO (4 and 2 colour no.1 minder)
- Heidelberg Quickmaster (2 colour no.1 minder)
- Various Digital photocopiers.

What have I been doing and where?

Gloucestershire Constabulary - Internet Development Co-Ordinator (Jan 2008 - current)

My role is within the Corporate Communications team and consists of implementing changes and development to our force external website, including Twitter and Facebook.

I train all editors within the Police, of which we currently have over 50 people across the county, to use our content management system.

I am also the single point of contact between the Home Office and the force for the national website www.Police.uk, and responsible for all the development that we have to comply with.

I also produce most of the design for the whole force, external and internal media.

RAF Innsworth - Senior Graphic Designer. (Jan 06 - Jan 08)

I designed and produced a varied amount of high quality graphics and media.

This regularly included the production of design for print artwork such as brochures/booklets, posters, visual imagery and leaflets.

Production of digital presentations, including content compression and image manipulation.

Project manages large exhibitions and act as professional advisor in the presentation of media work for major conferences and seminars. Including the design of 30 panels which I then had to oversee being produced and then later on being erected in the Imperial War Museum, London.

Freelance Web and Graphic Designer.

Producing a variety of products including tabloid adverts, web sites, exhibition and presentation displays, vinyl banners for POS and general stationery (brochures, letterheads, business cards and corporate I.D.)

Field Boxmore Healthcare Packaging, Tewkesbury. - Senior Artworker (Jan 03 - June 05)

Produced Patient Information Leaflets(PILs), for the Pharmaceutical sector. I was responsible for outputting and laying up film, from 1 colour to 5 back 5. With the responsibility of making sure all the trapping, colour settings etc were correct, prior to printing. Quality control was stringent as they are registered to ISO 9000 series and Pharmaceutical Codes of Practice for "Print Materials".

The Ink Spot, Bishops Cleeve. (Jan 01 - Jan 03)

I was responsible for all printed matter and general day-to-day running that a small business entails. Responsibilities included preparing files for external printing, proofing, client liaison, operating various digital and printing machinery, artwork and pricing.

Alpha Colour Printers, Quedgeley. (Jan 98 - Jan 01)

Employed as a number 1 minder of a 4 colour Komori. Producing everything from single colour stationery to 8 colour brochures.

I was also responsible for all the training and overseeing of the NVQ candidate.

Kall Kwik, Cheltenham. (Jan 93 – Jan 98)

One of three printers producing all manner of stationery. This role taught me to prioritise work and the ability to manage workflow with very tight deadlines.

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