

50 OLD BELLSDYKE ROAD   
LARBERT FK5 4EE

07879 779270 

01324 310074 

nicross@live.co.uk 

## PROFILE

As someone who is passionate about graphic design, I gain a great deal of satisfaction from completing tasks thoroughly. Whether operating in a team or independently, I am enthusiastic about the challenges each task brings. A very conscientious person and fast-learner, I am consistently recognised for working hard and completing jobs to a high standard. I pride myself on my attention to detail and ability to make logical decisions.

## KEY SKILLS

- Excellent knowledge of software packages such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), QuarkXPress and Microsoft Office (Word, PowerPoint, Excel)
- Great understanding of the printing process and print finishing techniques
- Extremely organised; very methodical when arranging and filing things
- Excellent analytical skills
- Very good eye for excellent design
- Meticulous proofing skills
- Experience with HTML
- Admirable communication skills; always friendly, helpful and professional
- Scrupulous with spelling and grammar

## TRAINING & QUALIFICATIONS

**Course:** HND Visual Communication

**Establishment:** Forth Valley College

**Location:** Stirling

**Duration:** September 2012 – June 2014

**Qualification:** HND

This enjoyable course allowed me to develop my design and communication skills by working with skilled lecturers.

### Notable Tasks:

- Graphic design, typography, desktop publishing, digital imaging, photography, web design and printmaking projects
- Participation in live briefs with companies such as Stirling Cycle Hub, Alloa Musical Players and Central Scotland Regional Equality Council, giving me a taste of how design briefs are carried out in the workplace. This has also shown me how beneficial the creative process is for graphic design work
- Research resulting in a good knowledge of the state of the creative industries today
- Two graded units for which I achieved two A grades

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**Course:** Retail Skills

**Establishment:** Falkirk Council Education & Training Unit

**Location:** Grangemouth

**Duration:** October 2010 – December 2010

As well as learning the abilities for working in the retail sector, I also honed many useful skills on this course, such as team working, confidence building and speaking to a group. This course also led to two graphic design placements.

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**Establishment:** Larbert High School

**Location:** Stenhousemuir

**Duration:** August 2004 – June 2009

### Qualifications:

Subject	Level	Grade	Date Achieved
Art & Design	Higher	A	2009
English	Higher	B	2009
Computing Studies	Intermediate 2	A	2009
Business Management	Intermediate 2	A	2008

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## WORK

**Title:** Graphic Designer

**Company:** The Publishing Bureau, Glasgow

**Duration:** January 2015 – July 2015

**Duties:**

- Designing and typesetting using Adobe Creative Suite CC
- Following brand guidelines for a wide range of publications for many organisations
- Preparing HTML emails
- Taking lead on various design projects
- Liaising with clients through email and phone on a daily basis
- Keeping to a meticulous filing system

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**Title:** Graphic Design Intern

**Company:** Managed Response Marketing, Alloa

**Duration:** September 2014 – October 2014

**Duties:**

- Designing and typesetting using Adobe Creative Suite CS6
- Coming up with original designs and also following brand guidelines for organisations such as L'Oréal Paris, Bacardi and Molson Coors
- Retouching photographs

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**Title:** Pre-Press Operator

**Company:** Falkirk Printworks, Falkirk

**Duration:** July 2011 – May 2012

**Duties:**

- Designing and typesetting using Adobe Creative Suite and QuarkXPress
- Following brand guidelines for organisations such as Falkirk Council and NHS Forth Valley
- Using digital and wide format printers after training
- Making printing plates for two and four colour processes on the lithographic platemaker

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**Title:** Junior Graphic Designer

**Company:** Eden Consultancy Group, Falkirk

**Duration:** March 2011 – May 2011

**Duties:**

- Designing original concepts using programs such as Adobe Creative Suite and QuarkXPress
- Assisting on jobs for projects such as The Helix/Kelpies and the Edinburgh Jazz Festival

## ACHIEVEMENTS

- August 2014: Had my design shortlisted after entering a competition to design a poster for the 2014 Ryder Cup in Gleneagles
- April 2014: My poster design for Stirling Cycle Hub was chosen to be displayed in train stations across Central Scotland
- November 2011: Became a finalist for Falkirk Council's 'Achiever of the Year' award for my work at Falkirk Printworks, listed above

## INTERESTS

A favourite past-time of mine is portrait drawing. I also enjoy photography and take pictures of subjects that interest me whenever I can. I am also interested in history and like visiting historical sites and museums. In my spare time I enjoy going to the gym, listening to music, baking, playing video games, reading, and watching fantasy and drama genres on television.

## REFERENCES

**Oliver Van Helden**, Managing Director

**Company:** The Publishing Bureau

**Tel:** 0141 248 1142

**Email:** oliver@publishingbureau.co.uk

**Brian Smith**, Creative Industries Lecturer

**Company:** Forth Valley College

**Tel:** 01786 406064

**Email:** brian.smith@forthvalley.ac.uk