

# CV Ian Jones

**Name:** Ian Jones  
**Date of birth:** 13th April 1968  
**Nationality:** British  
**Status:** Married

## Personal profile

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I am a self motivated, responsible, conscientious and creative individual with a professional attitude. I am keen to undertake practical tasks and enjoy working with people. I work effectively individually or as part of a team, and enjoy creative challenges.

I have worked in a creative environment for over 18 years and have a passion for all aspects of the industry. I believe that I have the skills and knowledge necessary to be considered an asset to your company.

## Skills profile

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### Design

My experience as a designer has provided me with a comprehensive range of skills. My wide-ranging portfolio includes corporate branding, brochures, advertising, packaging, exhibitions and web. I bring new ideas, think imaginatively and inventively about current issues and look outside traditional boundaries when problem solving.

### Artwork & imaging

From complicated page layout to major photographic manipulation, my eye for detail and composition allows a vision that compliments my other skills. I am very experienced with all the major packages necessary to work effectively and efficiently in a busy studio.

### Software

*I have extensive experience of the following:* Adobe Creative Suite 3 (InDesign, Illustrator, Photoshop and Acrobat) QuarkXPress 7 and Mac OS X (up to and including 10.6).

*I have a good working knowledge of:* Adobe Creative Suite 4, Flash, Dreamweaver, Office, Final Cut Pro, DVD Studio Pro, Retrospect, Blender, plus many smaller applications. I am also confident when it comes to the general maintenance of Macs and the Mac OS.

### Attention to detail

I focus on checking my own work carefully and thoroughly. I always complete a job to a high professional standard and respond positively to changing circumstances.

### Attitude & commitment

I am flexible, adaptable and enthusiastic and enjoy accepting new challenges. If problems arise, I am open to suggestions and try different options and approaches.

### Planning & organisation

I prioritise my own work load and keep to deadlines dictated by the client. I am systematic in my approach, ensuring the effective use of my time.

### Client liaison

I communicate well with clients, using a professional but friendly attitude. Via meetings, email and telephone, I always strive to meet client deadlines and to produce the standard of final product that clients expect.

### Team work

I enjoy working as an active team member. I have developed the good interpersonal skills essential for contributing successfully in a team environment.

## Employment history

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### **Design Stage Digital Limited**

(2005 – 2009)

**Senior Designer** – As a Senior Designer my duties are to produce high quality creative artwork for a wide variety of clients. Taking each job from initial visuals to final printed material, I am responsible for client liaison, text translation and printer/supplier liaison.

In my role, I support the Studio Manager and Creative Director and work as part of a creative team. I successfully multi-task a range of duties and repeatedly demonstrate my creative skills.

I work across a broad client base on a large and diverse portfolio of projects. These include the health sector, education, entertainment venues, local government, the voluntary sector and arts organisations.

Projects I have been involved in include corporate branding, annual reports, large documents, brochures, advertising, exhibitions and websites.

Working to strict deadlines, I also perform regular liaison with third party suppliers and printers in order to obtain job costs and quotes. This ensures that I achieve the best results for my clients.

In addition, I help to ensure the smooth running of the Macs and the backup archive and make sure that the system software is kept up-to-date.

### **Crew Green Associates**

(2000 – 2005)

**Senior Designer** – During my employment at Crew Green Associates, I had the opportunity to develop the many and varied skills I use today. Furthermore, I gained design experience in campaign development, exhibitions and packaging.

My experience was further enhanced by being able to work with account handlers, copywriters and public relations agencies.

### **Freelance**

(1999 – 2000)

**Artworker** – I specialised in digital photographic manipulation and image restoration. My expertise in using such packages as Photoshop and QuarkXPress allowed me to provide a professional service and served as a springboard for my further skills development.

### **Roy Stephens Photography**

(1998 – 1999)

**Lead Photographer & Production Manager** –

At the Venture portrait studio in Oswestry I was responsible for all portrait sittings and the subsequent production of photographs. Dealing professionally with clients and taking an informal style of photograph, I endeavoured to promote photographic portraiture as a quality product, whilst allowing the client to relax and enjoy the studio experience.

As Production Manager I oversaw the finishing of all clients work from sealing to framing. I was responsible for production staff and stock and was also involved in the finishing of work. I have a detailed and broad knowledge of all production techniques from retouching to framing.

### **Raymonds Photographers**

(1995 – 1998)

**Photographer** – During my employment at Raymonds, I undertook a number of different photographic tasks. As a portrait photographer, much of the work I undertook was studio based. In addition, I was often responsible for product shots and other commercial studio work for a wide range of local businesses. Whilst heading up the photographic restoration section I became very experienced with Photoshop and its many uses as a photographic tool.

## Employment history (Continued)

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### Huw Jones Photography

(1991 – 1995)

#### *Head Photographer & Studio Manager –*

Over a period of five summer seasons I was Manager and Head Photographer of a franchised portrait studio.

My managerial responsibilities included staff recruitment and rotas, stock control, the financial affairs of the studio and the general day-to-day running of the business.

### Dixons Ltd

(1986 – 1987)

*Sales Assistant* – Following a period of time working as a temporary Saturday/Holiday Sales Assistant, I was employed by the company for twelve months on a full time basis selling a wide range of goods, including all kinds of electrical and photographic equipment.

## Education & Qualifications

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**2005–2009** More than four years as Senior Designer for a busy Cardiff design consultancy

**2000–2005** Five years experience working as a Senior Designer and Artworker in a busy full service advertising agency.

**1999** British Institute of Professional Photographers Gaining a Licentiate membership in photographic portraiture.

**1987 – 1990** *The University Of Derby* BA(Hons) in Photographic Studies.

**1979 – 1986** *Llanishen High School, Cardiff* GCE Ordinary Level in nine subjects  
GCE Advanced Level in two subjects

## Other Information

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I have a passion for working with computers (particularly Mac's) and keep up-to-date with new software and hardware. I am experienced with many applications and always ensure that I keep up with new developments as they happen. I also have an interest in computer programming and scripting.

I am an accomplished hand printer of black & white and colour photographs. I am also very experienced with the techniques used in photographic finishing.

I have always had a keen interest in Art & Design, Photography and Film and continue my enthusiasm in any way that I can.

As a keen guitarist I have an enthusiastic love for music of all kinds. I am also an accomplished juggler and practice whenever I can to further my interest and skills.

I spend much of my leisure time enjoying my family and being kept active by my two daughters.

I have a current, full driving licence and have my own transport available.

## Referees & contact details

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The names and addresses of two referees are available on request.

I can be contacted at:

12 Woodruff Way, Thornhill, Cardiff CF14 9FP

Tel: 029 2061 5488 • Mob: 07742 995 275 • Email: [ian@imjones.co.uk](mailto:ian@imjones.co.uk)