

# Hi... I'm Steve Gibson

A New Dawn

## Curriculum Vitae

Name: **Stephen George Gibson**  
Address: **Greenhithe, Kent**  
Email: **[gibsonsg@mail.com](mailto:gibsonsg@mail.com)**  
Website / Portfolio: **<http://www.stephengibson.co.uk>**  
LinkedIn: **<http://uk.linkedin.com/in/stephengibson>**

---

### Personal Profile:

**I am an experienced, competent hands-on individual who is well organised at juggling multiple projects and looks to achieve a successful, creative solution to the highest standards within a team or using my own initiative.**

### Experience in:

- Ensuring briefs are allocated to staff based on the creative teams strengths & skills
  - Creating a workflow structure
  - Reviewing projects daily to ensure compliance to brand specifications
  - Updating studio schedules, keeping departments informed on project status
  - Ensuring work is delivered to deadline
  - Managing annual leave and conducting employee appraisals.
- 

### Skills and Competencies:

**Management and Supervision** – At g8wave I was responsible for a creative team of two and Production team of 6, prioritising work to meet daily/weekly deadlines.

**Teamwork** – I am a competent hands-on individual who works effectively within a team or using my own initiative. With years experience I can provide advice and support to all colleagues and departments.

**Project Management** – I am naturally well organised and task focused and so like to work to a schedule, automatically juggling and updating work schedules on a daily basis. Co-ordinating numerous projects simultaneously from concept to finished artwork.

**A Brand Guardian** – At Newsquest and g8wave it was my responsibility to ensure that the quality of output met the companies exacting standards, internally and externally, adhering to corporate style and checking specifications and ensuring proof reading was conducted prior to press / print or uploading online.

**Communication Skills** – I am able to communicate effectively with people, internally and externally developing an excellent working relationship to provide advice and support to all my colleagues at all levels both face to face, email and over the telephone.

**Client Facing** – A good listener. I have extensive experience of communicating with clients and working closely with Account Management teams to take briefs and ensure that all projects are kept on track and completed to the customer's satisfaction before printing, going live and invoicing.

**Software** – Adobe CS4, CS5, Indesign, Photoshop, Illustrator, Acrobat, Fireworks, Dreamweaver, Quark Express, Microsoft Word, Excel, Powerpoint.

**Design** – I have extensive in-house corporate design experience using Adobe Photoshop and Illustrator, Fireworks and Dreamweaver.

**Art working** – I have experience in producing accurate print ready artwork for in-house corporate marketing material, advertising and magazine production, delivering against tight deadlines, whilst managing multiple work priorities in both Indesign and Quark.

**Microsoft** – I am Proficient at Microsoft Word, Excel and Powerpoint and have worked closely with Stakeholders, Directors, Sales and Accounts teams at g8wave to draw-up proposals and presentations to pitch for new business.

---

## **Recent Career History**

### **Sainsburys**

Currently working part time, early mornings, in the Online department in a manual capacity. Responsible for setting up the loading and off loading of shopping for the Online Click & Collect into vehicles ready for delivery to the customers.

### **The Printing Place, November and December**

Preparing & editing artwork for print in Quark, Indesign, Illustrator, Photoshop & Acrobat.

### **Newsquest Digital Media, London EC4Y, Creative Manager, (Redundancy)**

Working in a close-knit team in the digital media office, it was my responsibility to produce Marketing & Design solutions for Newsquest branded products on a day-to-day basis.

*Two's Company:* Newspaper product page design. Ensuring the delivery of product newspaper pages, daily (450/week). Run Of Paper (ROP), supporting promotional ads, Web banners, buttons and skyscrapers. Developing a CRM strategy via voice, email and mobile marketing. Offering sales collateral. *Toranda Competitions:* Helping setup the service providing premium rate telephone lines and SMS text ability. Offering a web proofing service for local/national competitions and customer support.

### **Freelance, Terra Design**

My extensive duties included making new client contact, liaising with clients and printers, taking and giving briefs, designing and art working to the clients brief using Quark, Illustrator and Photoshop, quoting and buying in services, invoicing, account managing and the overall running of the business.

### **g8wave Limited, London N7, Creative Services Manager, (Redundancy)**

Reporting to the Managing Director. I was responsible for the day-to-day in-house marketing within the company, the management and monitoring of all artwork, resources and workflow within the design studio. Designing artwork for marketing and brand materials to corporate style, including brochures, leaflets, advertisements, reports, and sales collateral. Experience in co-ordinating and supervising the designers, art workers, commissioning print, photography and promotional materials.

---

### **Experience producing:**

Advertisements, Annual Reports, Booklets, Brochures, Business Forms, Calendars, Catalogues, Corporate Identity, Emails, Exhibition Panels, Flyers, Folders, Invitations, Leaflets, Logos, Magazine Layouts, Newsletters, Posters, Price Lists, Report & Accounts and Stationary, Websites, Banners, Email marketing and Social Media.

### **Key accounts include:**

Newsquest, g8wave, Ford, Air Canada, Canadian Tourism Board, Essex Cricket Club, Archant Newspapers, Northcliffe Newspapers. Optical World and Optical Practitioner magazines. Plus many local businesses and printers.