



Amanda Spicer

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website under construction

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Personal

As a skilled and professional designer I can offer an efficient, professional and friendly service. With a wide experience in magazine layout, typesetting and graphic design for many clients, plus artwork for a Papercraft company, I am able to offer skills from concept to print-ready design. I have never missed a deadline and pride myself on excellent communication skills with clients.

My years in administrative/secretarial work have helped me to be an organised and efficient worker with an eye for detail.

- o Thirteen years experience of designing magazines
- o Fast typing skills (70wpm)
- o Excellent organisational skills
- o Good communication skills
- o Excellent organisational skills

Education

Northbrook College

BTEC Graphic Design

Hastings College of Further Education

Hotel Reception | including secretarial training, book-keeping and hospitality

Hastings High School for Girls

O'levels | English Lang (A), English Lit (B), R.E. (B), Maths (C), Chemistry (D)

Experience

Freelance Graphic Designer

Self-employed - | 2006 - present

[including magazine layout/design, logo creation, leaflets, typesetting of text books etc.]

Mac Operator - Studio Manager

CPO, Worthing | 2001 - 2006

[Started in a junior position and within four years was running the studio. Magazine design work, organised the switch over from Quark Xpress to InDesign and taught the designers how to use the new software]

Newsdesk Assistant

Newsquest - Evening Argus | 2000 - 2001

[Three month post whilst trying to get into the publishing industry. Mostly administrative and secretarial work.]

Office Manager

East Sussex County Council - Hastings Education Office | 1990s

[Running the administration services for a busy local education office, overseeing the administrative staff of five, plus personal secretary to two Education Inspectors]

Services

Magazine Design
Graphic Design
Typesetting
Web Design

InDesign	●●●●●●●●●●	Acrobat Pro	●●●●●●●●●●
Photoshop	●●●●●●●●●●	Muse	●●●●●●●●●●
Illustrator	●●●●●●●●●●	MS Word	●●●●●●●●●●