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## Curriculum Vitae for Paul Biggs

### Employment History

#### July 2009 to present

I was made redundant from Allingham Kyte, became freelance graphic designer, still working in High Wycombe desk space, working for reformed Allingham Kyte and other freelance designer. Moved from Reading to West Sussex in September 2011.

Design and artwork on Mac CS5, InDesign, Illustrator, Photoshop and Quark 7. PC - Acrobat 8 Professional Live Cycle Designer for interactive forms.

I also have Dye Sublimation Equipment for producing Point of Sale items, T Shirts & Mugs. A Roland GX24 Vinyl Cutter for computer cut vinyl graphics.

#### March 2002

*Employer:* Allingham Kyte Advertising and Marketing

*Type of business:* Below-the-line advertising and marketing agency

*Address:* PSV House, 16 Hillbottom Road, High Wycombe, Buckinghamshire HP12 4HJ

*Job title:* Senior Graphic Designer

#### *Duties:*

Design and pre-press production of advertising and marketing material utilising the following Apple Macintosh software, both Mac and PC based - Quark 6.5, Photoshop, Illustrator (CS3) and Acrobat 8 Professional for interactive forms. Attend client briefings and liaise direct throughout projects. Prioritise and manage throughput of work and ensure deadlines are met. Source promotional 'give-aways' and Corporate Gifts.

#### *Client base*

##### **Harley-Davidson Financial Services**

Stationery, Brochures, Advertising, Dealer Branded Leaflets, Point of Sale and Servicing Charts

##### **The House of Commons**

Stationery, Brochures, Leaflets, MP's Credit Card & Information Pack, All new Expenses and InHouse Forms

##### **Kodak Trade Press**

Display Advertising for trade offers in various photographic magazines

##### **ING Farming Press**

Display Advertising for animal feed and special offers

##### **Pinnacle Power Garden Machinery**

Newsletters, Trade advertising in Public Sector Press and Sunday Newspapers

**New Holland Tractors**

Farmers Weekly Advertising, Brochures, Incentive Schemes, Exhibitions, Season Deals Advertising

**De Lage Landen** (Dutch Farming Bank)

Corporate Manuals, Dealer Information Pocket Calculators, Promotional Give-Aways, Corporate Gifts

**PSV Glass**

Trade Advertising, Yearly Desk Pads, Van Graphics, Exhibition Stands and Graphics

**AMC Farmers Bank**

Brochures, Application Forms, 'In-Bank' Flyers

**William Bartlett Reproduction Furniture**

Full Colour Brochures, Local Advertising and Point of Sale

**Rustins Paints & Finishes**

Trade advertising, Newsletters, Brochures, Leaflets, Packaging Design and National Press adverts

**Keenan Animal Feed Machinery**

Trade Advertising, Brochures and Leaflets

**Flotronic Pumps**

Industrial Pump Brochures, Maintenance Manuals, Point of Sale, Van Graphics and Advertising

**Société Générale** (French Farming Bank)

Equipment Sales Forms, Point of Sale and Brochures,

**Jan 1985 to March 2002**

*Employer:* Mills Hughes and Partners

*Type of business:* Below-the-line advertising and marketing agency

*Address:* 75 West Wycombe Road, High Wycombe, Buckinghamshire HP11 2LR

*Job title:* Senior Graphic Designer

*Duties:*

Design and pre-press production of advertising and marketing material utilising Apple Macintosh software, both Mac and PC based. Attend client briefings and liaise throughout projects. Prioritise and manage throughput of work and ensure deadlines are met.

*Client base:*

**Coca-Cola Schweppes** - Advertising

**Geac Computers** - Advertising

**Digital Research** - Packaging, Advertising and Exhibition Stands

**William Bartlett Fine Furniture** - Brochures and Advertising

**Highland Leasing** - Exhibition Stands, Brochures, Flyers, Advertising and Country Shows

**Pioneer Hi-Fi** - In-Store Promotions, Competitions, Brochures and Advertising

**British Document Exchange** - Quarterly directory of collection sites in the UK

**New Holland Tractors** - Advertising and Brochures

**Commodore Computers** - Advertising

And various other smaller clients requiring, advertising, exhibition stands, brochures etc.

*Reason for leaving:* Partners retired, management buy out created Allingham Kyte (see above)

**July 1980 to Jan 1985**

*Employer:* Thomson Regional Newspapers

*Type of business:* Berkshire Regional Newspaper Group

*Address:* Tessa Road, Reading, Berkshire

*Job title:* Head of Finished Art Department, In-House Studio

*Duties:*

Design and pre-press production of display advertising, special editions, promotional and marketing material. Liaise with promotions department and advertisement sales representatives. Manage a team of three finished artists and the daily throughput of work to meet tight deadlines

*Reason for leaving:* Wished to move into advertising agency work.

**Dec 1975 to July 1980**

*Employer:* Prestcold Refrigeration, Leyland Special Products Group

*Type of business:* Manufacturer of commercial refrigeration equipment

*Address:* Theale, nr Reading, Berkshire

*Job title:* Finished Artist/Exhibition Co-ordinator, In-House Studio

*Duties:*

Design and pre-press production of sales and technical literature, packaging, exhibition stands, 35mm slide show presentations.

*Reason for leaving:* Made redundant.

**Oct 1974 to Dec 1975**

*Employer:* Rondec Silk Screen Printers

*Type of business:* Silk Screen Printer

*Address:* Egham, Surrey

*Job title:* Finished Artist, In-House Studio

*Duties:*

Design and artwork for various items.

*Reason for leaving:* Moved to Reading.

**July 1970 to Oct 1974**

*Employer:* WPR Advertising Ltd

*Type of business:* Below-the-line advertising and marketing agency

*Address:* Hanworth, Middlesex

*Job title:* Studio Junior

*Duties:*

Design and artwork for advertising, flyers and promotional material.

*Reason for leaving:* Made redundant.

### **Courses/Training**

Adobe Acrobat Live Cycle Designer

### **Education**

Heston Secondary Modern School, West London – A level Art and Technical Drawing - O level Art and Technical Drawing – CSE's; Maths, English, Art, Technical Drawing, Physics, Chemistry.

### **Supporting Statement**

I have over 15 years experience in digital design and pre-press production. I am well used to working under pressure and to tight deadlines. I am flexible when it comes to working the hours required to finish a project. I am conscientious and hard working and I take great pride in my work.

My hobbies include, car mechanics/restoration, photography, DIY and woodworking, reading, kite flying and radio controlled models.

I live with Caroline, my fiancée. In West Sussex.

Please contact me if you need help with any creative ideas, I'm always willing to give advice on any project!