

Mandy Wenman

mac@mobilemouse.co.uk

01903 505295

81 Elm Grove, Worthing, West Sussex. BN11 5LH

PERSONAL STATEMENT

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

EMPLOYMENT

Self Employed – trading as Mobilemouse

May 2006 to present

After taking redundancy, I decided to work as a freelancer and have built up a portfolio of work of which I am very proud.

Key Achievements:

- I have a regular client base who return to me time after time
- I have never missed a deadline
- A lot of my work has come from 'word of mouth' recommendations

Studio Manager, CPO, Worthing

April 2001 – May 2006

Having started as a mac operator, within two years I was Studio Supervisor and then Studio Manager in 2005. I had responsibility for a staff of ten designers, and organised the workflow for the Studio to ensure that deadlines were always met. Unfortunately, with the company re-organisation when a major publication was lost, I was made redundant.

Key Achievements:

- Working my way up to the post of Studio Manager in four years
- Overseeing the transition from OS9 and Quark Xpress to OS10 and Adobe Creative Suite. This involved teaching myself the new packages, phasing in the introduction to other users and training my staff on the new software.
- During my time at CPO, I worked on magazines and newspapers.

News Secretary, Evening Argus, Brighton

Nov/Dec 2000

This was a short-term job while I attempted to get into the publishing industry

Key Achievements:

- Complete secretarial and clerical support to the News Team at this busy local daily newspaper

KEY SKILLS

Technical Skills

- Highly skilled in InDesign and Photoshop, plus teaching myself Illustrator
- Eight years experience of work on magazines
- Fast typing skills (70wpm)
- Excellent organisational skills

Personal Skills

- Excellent communication skills
- Higher than average IQ
- Perfectionist!
- High standard of English Language skills

EDUCATION

Northbrook College, Worthing BTEC Graphic Design 2003- 2004

Graphic Design Course

Hastings College of Further Education Hotel Reception Course 1979- 1980

Having completed this course after leaving school, it gave me a good grounding for office work. From 1980 to 1992 I worked in administration and was Office Manager to the Local Education Office by the age of 24.

Hastings High School for Girls 1974-1979

English Language O'level – A
Grade
English Literature O'level – B
Grade
Mathematics O'level – C Grade
Religious Studies O'level – B
Grade
Chemistry O'level – D Grade

PERSONAL INTERESTS

Working from home, and for myself, enables me to spend time with my cat and dog.

When not working, I like to read novels, play the piano, watch television, listen to music/radio and socialise with friends.

REFERENCES

References are available on request. Testimonials from clients can be found on my website at <http://www.mobilemouse.co.uk/testimonials.html>