

CURRICULUM VITAE

PERSONAL DETAILS

Full names: Jennifer Anne Smith
Date of Birth: 09/10/1987
Address: Sheffield Rock,
Outeniqua Avenue,
Pomona,
Kempton Park
Contact Details: jensmith525@hotmail.com
Nationality: British (SA permanent residency)
Health Status: Excellent (non - smoker)
Most Recent Employment: Essential Life - Parkhurst

SUMMARY OF EXPERIENCE

Company Name: ESSENTIAL LIFE
Profile: A lifestyle boutique that sells and markets contemporary bespoke furniture, corporate gifts and a comprehensive lifestyle range. Proudly South African, Essential Life also offers an exclusive custom design department, where all their pieces can be modified to suit the needs of a vast clientele both commercial and residential.
Systems: Corel Draw 13, Adobe Photoshop, Adobe Acrobat Extended, Microsoft Office Picture Manager, Windows Vista.
Duration: 4 months, April 2010 - July 2010
Duties: Part-time graphic design - artwork (furniture & presentations) design & development, Part-time in-store sales assistant on weekends.
Reason for Leaving: Seeking alternate opportunities.

Company Name: MINUTEMAN PRESS
Profile: An American franchise, offering efficient service and quality in printing both for lithograph and digital services / needs together with other stationery requirements like stamps, encapsulation, book binding etc
Systems: Canon IPF700, Canon iR7200, Konica Bizhub 6500 (primary machine in use), Canon 3200 UTAX / KIP 3000 - large format printer, Kimoto Kimosetter 340, Windows Vista, Professional, Fiery Command Workstation, Corel Draw 13, Adobe In-design, Photoshop & Illustrator Cs3, Adobe Acrobat 9, Outlook express, Microsoft Office,
Duration: 9 months, June 2009 - January 2010
Duties: Digital Printing, artwork design / manipulation / preparation / correction, prepare positive film for litho department, machine maintenance, supportive administration, telephone orders & client relations.
Reason for Leaving: Returning to SA

Company Name: THE INJURY CARE CLINICS (TICCS), through Wild Recruitment Team
Profile: A company offering the organisation and co-ordination of physical therapy for insured clientele, primarily physiotherapy following car accident injuries. Constant support and info given and received through solicitors, clientele and therapists.
Systems: Windows XP, Microsoft Outlook, Microsoft Office.
Duration: 2 months, April 2009 - May 2009
Duties: Treatment co-ordinator, telephone liaising, handling of sensitive information with discretion, relevant e-mail & filing, case management
Reason for Leaving: Job offer to Minuteman Press

Company Name: DIXIE BAY
Profile: A private company offering service to smaller T-shirt printing market / orders that screen printers usually cannot cater for due to setup fees.
Systems: T-Jet 2, Windows XP, Fast Artist, Mac Freehand, Corel Draw 13, Adobe Photoshop Cs2, Outlook express, Microsoft Office, Pastel.
Duration: 9 months, September 2007 - May 2008
Duties: Printing, Artwork design / manipulation / preparation / correction, machine maintenance, administration, sales, invoicing, orders & client relations.
Reason for Leaving: Leaving to the UK

CURRICULUM VITAE

PROFICIENCY ON COMPUTER

- Adobe Photoshop CS1-4
- Microsoft Office
- Macromedia Freehand
- Adobe Illustrator

- Windows XP + Vista
- Corel Photo-Paint X3
- Corel Painter X
- Adobe Acrobat

- Corel Draw 11-13
- Typing: 35 words per minute
- Adobe Indesign

SECONDARY EDUCATION

Benoni High School:

2001 - Standard Six / Grade 8

2002 - Standard Seven / Grade 9

2003 - Standard Eight / Grade 10

Subjects:

English HG Afrikaans SG

Mathematics HG Fine Art HG

Design HG Business HG

Economics HG

*HG (70%+) ST (50%+)

TERTIARY EDUCATION

1. National Intermediate Certificate

- Business Studies 2003
- Economics and Legal Environment
- Business Practice
- Computer Literacy

2. National Intermediate Certificate

- Art Studies 2004
- Business English
- Afrikaans
- Art of Drawing
- Computer Graphics
- 2D Painting
- 3D Design
- 2D Calligraphy

3. National Senior Certificate

- Art Studies 2005
- Business English - Sake Afrikaans
- Art of Drawing - Computer Graphics
- 3D Design - 2D Textiles
- Ceramics - 2D Painting

4. N4 (National Certificate)

- Art Studies, 2006, January - June
- Photography
- Art of Drawing (distinction)
- Entrepreneurship & Business Management (distinction)
- Graphic Design (distinction)
- Painting (distinction)

5. N5 (National Certificate)

- Art Studies, 2006, June-December
- Photography
- Graphic Design (distinction)
- Art of Drawing
- History of Art (distinction)
- Painting

6. N6 (National Certificate)

- Art Studies, 2007, January-July
- Photography
- Graphic Design (distinction)
- Art of Drawing
- History of Art (distinction)
- Painting (distinction)

7. Interior Decoration Diploma

- Part time – since August 2007
- Distance Learning
- INTEC College – South Africa
- Student number: 10010339915
- www.intec.edu.za
- (currently studying part 4 of 4)

8. Interior Design Foundation Degree

- Part time – since August 2009
- Student number: 760
- National Design Academy
- Tutor: Kimberley Moore
- Nottingham, UK
- (currently studying part 4 of 8)

REFERENCES, PORTFOLIO AND CERTIFICATES AVAILABLE ON REQUEST

JENNIFER SMITH

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