

SARAHMASON

profile

Full Name Sarah Penelope Mason
D.O.B. 8 March 1979
Nationality British/Australian
Phone 07837 871 606

Location Flat 9, Bridport House N1 5DG
London United Kingdom
Email sarah.mason@minefields.org
Folio www.minefields.org

professional skills

- Web Design
- Web Authoring
(Basic HTML, Java Script, CSS and Flash)
- Graphic Design/Art
- Desktop Publishing
- Photo Manipulation
- Illustration
- Photography
- CD Authoring
- 2D Animation
- 3D Modelling and Animation
- Office Administration
- Proficient in both PC and Macintosh

software knowledge

- Adobe Photoshop/Image Ready
- Adobe Illustrator
- Adobe Dreamweaver
- Adobe Flash
- Adobe Fireworks
- Adobe Indesign
- Quark
- Sound Forge
- Flexi Sign Pro
- CASmate
- 3D Studio Max
- Microsoft Office
(Word, Outlook, Excel and PowerPoint)

personal attributes

- Creative 'outside the box' thinking
- Committed to excellence
- Attention to detail
- Works well under pressure
- Team player
- Willing to learn and share knowledge
- Able to take and give direction
- Open minded towards self improvement
- Quick working and efficient
- Committed to deadlines
- Organised
- Reliable
- Hard working
- Trustworthy and honest
- Flexible
- Friendly and easy going

references I am happy to provide personal and professional references on request.

employment history

Freelancing

- Finger lickin' Records
- Chew the Fat Records
- Plump DJs
- The Old Queen's Head

August 2006 to current

Company Paramount Comedy
Position Graphic/Web Designer
Location London, United Kingdom

Duties

- Design layout and functionality of the re-launch of the Paramount Comedy website
- Design various TV show and festival mini sites and create HTML and Flash
- Design and develop HTML and CSS based newsletters
- Produce all printed media artwork (flyers, posters, billboards, DVD covers, beer mats, fortune cookies, etc.)
- Create animated Flash banners and ads
- Create graphics for Flash games

January 2006 to August 2006

Company Fridgeplay Ltd
Position Admin and HR Assistant (Full Time)
Location London, United Kingdom

Duties

- Website maintenance and design
- Customer liaison
- Face of the company
- First port of call for all Customer service responsibilities
- Answering enquiries and directing business to the appropriate departments
- Monitoring company finances – taking orders, logging and processing invoices, reconciling proforma payments
- Management of general administrative duties throughout the company (from filing to finances)

July 2004 to June 2005

Company Cube Communication
Position Art/Creative Director (Full Time)
Location London, United Kingdom

Duties

- Meet with clients and create concepts for advertising
- Design various media (ads, stationery, business cards, brochures, CD covers, etc.)
- Prepare and proof artwork
- Supply print ready artwork to printers
- Design and develop HTML and CSS websites
- Liaise with clients
- Answer phone calls
- Typing and data entry

June 2003 to April 2004

Company Display Craft
Position Graphic Designer/Artist (Full Time)
Location Brisbane, Australia

Duties

- Lay up, proof and prepare artwork for screen printing and sign making (large & small scale)
- Design signs, t-shirt prints, stickers, business cards, stationery, etc.
- Computer cut vinyl for stickers and signs
- Liaise with clients
- Answer phone calls

February 2000 to June 2003

Company QANTM Multimedia CMC
Position Graphic Designer/Web Designer (Full Time)
Location Brisbane, Australia

Duties

- Design graphics used in websites, multimedia presentations and 3D models
- Design and create artwork used in print media (ads, posters, CD covers, brochures, etc.)
- Illustration
- Create HTML and CSS websites and implement Java Script
- Liaise with clients
- Teach 20 students basic Photoshop skills

October 1998 to February 1999

Company Austyles Screen Printers
Position Designer (Full Time)
Location Brisbane, Australia

Duties

- Design t-shirt prints
- Draw up logos (computer and by hand)
- Manually trap artwork (for screen printing)
- Prepare film
- Write up job sheets
- Quote jobs and ensure they were completed within budget
- Answer phone calls

April 1998 to October 1998

Company Litho Art
Position Macintosh Operator (Full Time)
Location Brisbane, Australia

Duties

- Create magazine pages in Quark Express
- Design and create business cards in Quark Express
- Scan images, colour correct and prepare for print
- Check film and make printing plates
- Digitally edit photos
- Compile job bags
- Proof read text

education

- **1999** Southbank Institute of TAFE and QANTM Qld (Diploma Multimedia)
- **1997** Commercial Art Training Centre Qld (Diploma Graphic Design and Advertising)
- **1995 – 1996** Loreto College Coorparoo Qld (Years 11 to 12)
- **1992 – 1994** Rossmoyne Senior High School WA (Years 8 to 10)

interests

- Design
- Art
- Photography
- Music and Live Concerts
- Cinema
- Volkswagens
- Computers
- Internet
- Animals
- Hiking
- SCUBA Diving
- Gym