



# ALAN LAMB | CURRICULUM VITAE

14, Telston Lane, Otford, Sevenoaks, Kent TN15 5JX

T: 01959 525615 | M: 07815 934247 | DOB: 1.6.70 | WEBSITE: [www.alamb-design.co.uk](http://www.alamb-design.co.uk)

## WORK HISTORY

March 2003 – Present | Calfordseaden, St. John's House, 1A Knoll Rise, Orpington Kent, BR6 0JX

At present I am the in-house graphic designer for this construction consultancy; responsible for all printed marketing literature, the company website ([www.calfordseaden.co.uk](http://www.calfordseaden.co.uk)), exhibition stand, submission documents, marketing emailers and invitations. I have recently implemented brand guidelines for the Practice and created consistent material from letterhead and marketing material through to the company newsletter: ([www.calfordseaden.co.uk/download-ournewsletter](http://www.calfordseaden.co.uk/download-ournewsletter)).

The quality of the work I have carried out is often commented on and has achieved an enviable reputation within the industry.

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July 2002 – March 2003 | Masons, 30 Aylesbury Street, London EC1R 0ER

I was DTP/Design Manager for Masons International Law Firm providing a service to all company offices. Responsible for all printed marketing material, exhibition stands and seminar/events information. I held a responsible role where I needed to manage numerous projects efficiently at any one time. I was also responsible for the training of one member of staff who was my deputy in times of absence and leave.

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August 2000 – July 2002 | KPMG Consulting, 1 Canada Square, Canary Wharf, London EC14 5AG

I produced presentations and various printed literature for proposals and internal information. My responsibilities included making sure that printed materials were compliant with company guidelines and were produced correctly to the highest standards. I was also required to act as mentor to junior members of the team.

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June 96 – August 2000 | Banner Business Supplies, St. Crispins, Duke Street, Norwich, NR3 1PD

Working as a graphic designer for the Design and Marketing department I was responsible for producing the annual 500 page catalogue; the key marketing tool for Business Supplies. I produced mailshots, brochures, newsletters, packaging designs and brand design as well as order forms and user guides. During catalogue production I also managed 4 freelance staff ensuring that deadlines and quality were met.

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June 90 – June 96 | Design Studio, Employment Service, 123 Grays Inn Road, London WC1X 8TX

Graphic designer required to produce various types of publicity material from drafts, basic text, original artwork and narrative instructions for use in offices throughout the country.

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May 87 – June 90 | Midas Direct Advertising, 41 Great Pulteney Street, London W1R 3DE

I was a Print Buyer/Production Assistant in this Advertising Agency; responsible for print jobs from rough artwork through to a finished campaign. I needed to be in close contact with clients, printers, art studios and other suppliers throughout the production process. It was my responsibility to get each job completed to the highest standard giving value for money. To do this I required a high understanding of the art, design, print and advertising industries.



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## EDUCATION

Sept 1981 - July 1983 William Penn For Boys, Red Post Hill, London SE5

July 1983 - June 1986 Aylesford Senior, Teapot Lane, Maidstone, Kent

Sept 1986 - May 1987 West Kent College, Brook Street, Tonbridge, Kent

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## QUALIFICATIONS

O' Level: English Language, English Literature, Art, Science & Geography

C.S.E: Maths, Computer Studies & Engineering Drawing.

Whilst working at Midas Direct I attended a day release course at the London College of Printing for a course in Typography. I am fully experienced in designing various printed material; using Quark Xpress, InDesign, Adobe Illustrator and Photoshop. I have completed courses using various graphic and web design programs including Flash & Dreamweaver.

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## INFORMATION

I believe that I have always been a valued team member with excellent interpersonal skills who can communicate at all levels. I enjoy meeting new people and facing new challenges and have a genuine interest and enthusiasm for the design process and industry.

I have good organisational skills, a thorough understanding of print, design and production as well as the ability to deal with people and busy situations in a professional way. I am always looking for ways to improve upon the work I produce and wish to continue to move forward in my career in this exciting industry.

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## REFERENCES

Tracy Humphrey  
Banner Business Supplies  
St. Crispins Duke Street  
Norwich NR3 1PD

Guy Woodward  
Business Development Manager  
Calfordseaden  
St. John's House  
1A Knoll Rise  
Orpington  
Kent BR6 0JX

Other references available on request.