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# Ben Eldridge

## Curriculum Vitae



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### Personal Details

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### Skills Profile

- First-rate attention to detail
- Excellent written and verbal communication skills
- Thorough understanding of DTP and four-colour printing process
- Extensive experience of dealing with printers and specifying job requirements
- Good grounding in designing for print and web
- Code-level knowledge of web programming, including HTML, CSS, PHP and JQuery
- Extensive experience of filming and editing video in Adobe Premiere Pro
- Good working knowledge of using Adobe After Effects to create animations
- Knowledge of computer maintenance/troubleshooting and experience of acting as technical support for colleagues with software and hardware issues, both macOS and Windows

#### Knowledge of the following applications:

Adobe InDesign	●●●●●●●●●●	Adobe After Effects	●●●●●●●●●●
Adobe Photoshop	●●●●●●●●●●	HTML and CSS	●●●●●●●●●●
Adobe Illustrator	●●●●●●●●●●	PHP	●●●●●●●●●●
QuarkXPress	●●●●●●●●●●	JQuery	●●●●●●●●●●
Adobe Premiere Pro	●●●●●●●●●●	Microsoft Office	●●●●●●●●●●

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### Employment

#### 2013 – present **Digital/Graphic Designer, Marie Curie**

At Marie Curie I have worked on the design and production of a range of projects, including the Blooming Great Tea Party, third party events and the Fundraising My Way pack, which in September 2017 was voted the best in the sector (first out of 22 charities). I oversee projects from initial concepts all the way through to final, print-ready materials

#### Responsibilities include:

- taking briefs from clients to establish the audience, the deliverables required and deadlines
- using a range of Adobe Creative Cloud packages to progress initial concepts through to completion
- presenting concepts and designs to clients, taking on board feedback
- managing and prioritising a complex workload that can include large projects, smaller jobs and everything in between
- meeting all deadlines
- liaising with colleagues across the organisation and with outside suppliers
- filming videos using the in-house digital camera and editing them in Adobe Premiere Pro
- updating video graphics to ensure they are in line with the Marie Curie brand
- putting together animations using Adobe After Effects
- producing graphics for digital channels including the Marie Curie website, Facebook, Twitter, Instagram and the charity's blog

## 2008 – 2013 **Freelance Graphic Designer**

Work completed included:

- eBook designs for the Open University and Social Europe
- publications for London Metropolitan University and Social Europe
- website designs for Pitney Bowes, ABM Office, Catering and Mobility Supplies, Alto Office Supplies, SOS Office Supplies, Murcom Office Products, One to One Office Solutions and All Your Office Needs
- email newsletters for Samson Office Supplies, Sweet William Designs and A-Z Stationers

### **Responsibilities included:**

- advertising my services and finding new clients
- getting brief from client, using this to determine appropriate designs for target audience
- using Adobe Creative Suite to come up with initial designs
- liaising with client, making amendments based on feedback, completing job to their satisfaction

## 2003 – 2008 **Production Editor, Ceramic Review Publishing**

Main responsibility was *Ceramic Review*, the country's leading magazine of ceramic art and craft, but also produced a range of books, catalogues and other publicity materials

### **Responsible for:**

- *Ceramic Review*, a bi-monthly, 84 page, full-colour publication
- design and production of a range of books and various promotional materials for the magazine and for the annual exhibition *Ceramic Art London*, including catalogues, leaflets and adverts
- subediting all articles for spelling and grammar, writing headlines and leading paragraphs
- designing all pages in QuarkXPress/Adobe InDesign
- drawing up schedule for each issue and dealing with magazine's printers
- completing all pre-press, including Photoshop image editing, retouching and scanning
- production of final PDFs, checking online proofs and supplying replacement PDFs as necessary
- moving to PDF workflow, with all pre-press moved in-house
- helping initiate and oversaw major redesign of the magazine

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## Training

- January 2015 **Transmedia Ltd** Advanced Adobe Premiere Pro  
November 2014 **Andy Kirk** Visualising data  
February 2014 **Media Training Ltd** Professional video camera techniques

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## Education

- 1998-2001 **University of Warwick, Coventry**  
BA (Hons) Politics and Sociology, classification 2:1
- 1997-1998 **Chichester College of Arts, Science and Technology, Chichester**  
2 A-levels: Sociology (A), Law (C)
- 1994-1996 **Haywards Heath Sixth Form College, Haywards Heath**  
3 A-levels: Computing (A), Maths (B), Politics (B)
- 1988-1994 **Warden Park Comprehensive School, Cuckfield**  
10 GCSEs: Science (A\*/A\*), Maths (A\*), Business and Information Studies (A/A), History (A), English Literature (A), Geography (A), English Language (B), French (B)

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## Interests

Current affairs, technology, computing, architecture, photography, music composition, listening to music, filming and editing video, travel