

# Ben Eldridge

## Curriculum Vitae



### Personal Details

**Date of birth** 12 July 1977  
**Address** 10 Lionel Road, Tonbridge, Kent TN9 2TD  
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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
- 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 Premiere Pro	●●●●●●●●●●
Adobe Photoshop	●●●●●●●●●●	Adobe After Effects	●●●●●●●●●●
Adobe Illustrator	●●●●●●●●●●	HTML and CSS	●●●●●●●●●●
QuarkXPress	●●●●●●●●●●	Microsoft Office	●●●●●●●●●●

### Awards

**December 2017** **Marie Curie People Awards** Winner of the Leading in our Field award  
**November 2017** **In-House Design Awards 2017** Winner of the Design for Good award for Marie Curie's third party events  
**September 2017** **Think Consulting Solutions Mystery Shopping** Fundraising for Marie Curie pack voted the best in the sector

### Employment

#### 2018 – Senior Designer, Marie Curie

In addition to the responsibilities below I now approve all business as usual design work and deputise for the Design Manager on visual identity matters

#### 2013 – 2018 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 for Marie Curie pack

#### Responsibilities include:

- taking briefs from clients to establish the audience, the deliverables required and deadlines
- using Adobe Creative Cloud to progress initial concepts through to completion
- presenting concepts and designs to clients, taking on board feedback
- managing and prioritising a complex workload that includes projects large and small
- 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
- putting together animations using Adobe After Effects
- producing graphics for digital channels

## 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	<b>Transmedia Ltd</b> Advanced Adobe Premiere Pro
November 2014	<b>Andy Kirk</b> Visualising data
February 2014	<b>Media Training Ltd</b> 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