

John Park

Personal Profile

I am a self motivated individual with extensive knowledge on computer operating systems and software applications and I have several years experience with customer service, sales and new business. I have two years experience with representing myself as a freelance graphic designer. You can view examples of my work at www.ijpark.co.uk.

Please note the three years gap in my employment history May'06-May'09, I was studying graphic design at the University of Greenwich. I graduated this year May'10.

Employment History

Freelance Graphic Designer

Motion and Graphic Designer [May'09 – Present]

Over the last two years freelancing I've worked on projects ranging from print design, animation and photography.

With freelance work the first job I do is to get as much information as possible on the forthcoming project. Once all information is collected, I sketch out ideas until the client is happy with the direction and then work for the finished product.

First Light Insurance

Sales Broker [May'04 – May'06]

Key objective with First Light Insurance was to attract new business. Part of my skill set was to negotiate with underwriters on behalf of clients, updating and amending policies thus confirming cover.

I managed over fifteen hundred leads a month, quoted with eight different underwriters, monitored workflow through First Lights diary system and successfully hit targets and helped others hit theirs every month.

My main responsibilities with First Light Insurance were providing financial protection for client businesses, analysing information to reduce costs on premium and hitting targets of over £10,000 per month.

Sandberg, London, N1

Materials Technician [Jul'02 – Jan'04]

Sandberg provides advice and services to building contractors, property developers, architects and surveyors.

I started with Sandberg two years into the Channel Tunnel Railway link project. There I was given the responsibility of a materials technician; testing ground compaction, soil erosion and on site concrete condition surveys.

Smartforce e - Learning

Telesales/Software Operative [2000 – 2002]

Smartforce IT skill courses give learners the ability to gain the technical knowledge they need to perform their jobs. As part of the telesales team I was responsible for providing e-learning solutions to businesses all across the globe. With full access to Smartforce technical and content resources I could offer rapid support on courseware titles and troubleshooting.

My main responsibilities were processing orders, analysing courseware, monitoring assignments, assembly and packaging, shipping and distributing.

Future Sounds

Sales and General (weekends)

[1999 – 2000]

Future sounds were a record shop specializing in dance music. As part of a friends business venture I volunteered to offer assistants with admin tasks, marketing and retail sales.

PVL Fusion

Equipment Operative

[1999 – 2000]

PVL Fusion offer a wide range of media services including audio and picture editing, broadcasting and setting up conference presentations.

My daily routine varied from setting up hotels, offices and other facilities for conferencing to video rendering and system troubleshooting. My other roles were picture editing, audio adjustment leveling, coordinating videotapes and setting up equipment for scheduled events.

Education and Interests

Courses and Training

I have a wide range of computer skills that stretch from media products and music production programs to design and art software packages and office applications.

Skills

Office	Design	Audio	Work
<ul style="list-style-type: none">· Microsoft Word· Excel· PowerPoint· FrontPage· Outlook	<ul style="list-style-type: none">· Adobe Master Collection· Cinema 4D· CSS+HTML· Product· Print· Pencil and Paper	<ul style="list-style-type: none">· Ableton· Cubase· Protools· Soundforge· Hardware	<ul style="list-style-type: none">· Maximizer Data Base· Internet· Word, Excel, Macros· Phone, Fax, Email· Printing

Bachelor of Arts Degree 2006-2009

Key Skills includes storyboarding, illustration, motion graphics, video editing, photo retouching, print design

ECDL

Key I.T skills Advanced word processing, Excel, Access, PowerPoint, Internet & Email

Sound Engineering

City and Guilds Parts 1, 2 + 3.
STC Music Technology Diploma

9 GCSE's

Including English and Mathematics

Hobbies

My main interests are sketching and photography. This year 2010 I've been to Boston, Ireland, Wales and Barcelona. I don't like the travelling but do like being away in different places. I enjoy going to art exhibitions as much as I can and love talking with artists about their work.