

Stephen Uttley

19 Southfield Drive, Blackpool, Lancashire FY3 0AN

Tel: 01253 422655 Mob: 07766115973

E-mail: artwork@horizonpublishingcompany.co.uk

Facebook: Stephen Uttley Twitter: @steveuttley1985

CV

PROFILE:

An accomplished Production manager with over 10 years experience in the advertising and marketing sector. I combine effective communication with extensive industry knowledge to ensure targeted, cost effective results for my clients. I'm a conscientious but tenacious person who always seeks positive results. I thrive under pressure and am always eager to develop and further my career.

EMPLOYMENT/WORK EXPERIENCE:

DATES:

COMPANY > HORIZON PUBLISHING COMPANY (Design Agency)

2009-Present

ROLE > HEAD OF PRODUCTION

- National account management, development & support
- Marketing campaign management (print & digital)
- Data protection & IT support
- Liaising with a multitude of clients and suppliers at all levels

Key Achievements;

Delivering print & digital projects to RSPCA branches Nationwide on budget and on time

COMPANY > RELATIVE COMMUNICATIONS (Advertising Agency)

2005-2009

ROLE > PRODUCTION MANAGER

- Visiting clients across the UK and drafting briefs
- Creating concepts and design solutions
- Preparing artwork for print production & proofing
- Sourcing Print solutions and new finishing techniques to improve our products

Key Achievements; Developing a new media for the company to increase revenue

Educational display units fixed in Universities across the UK, on behalf of Victim Support, a non profit charity

COMPANY > RELATIVE COMMUNICATIONS (Advertising Agency)

2003-2005

ROLE > GRAPHIC DESIGNER (PRINT & DIGITAL)

- Meeting clients at their office & drafting a brief
- Designing marketing campaign artwork & literature
- Assisting with the launch of the clients marketing campaign

Key Achievements; Supporting & retaining contracts for the company, from clients such as;

The Hilton Group, Quality Solicitors, Four Seasons Healthcare, Greene King, Subway, Dominos.

FREELANCE GRAPHIC DESIGN & BRANDING (Overtime Working Hours)

Network UK (Marketing & Electronic Media)

PlasticArtCo (Print Finishing & Production)

PlasticDataCard (Ticket & VIP Passes)

Clients Best Western, Liverpool FC, The National Trust

Clients Tesco, M&S, Argos, Makro, Ikea, Nichols

Clients Aintree Race Course, Formula 1 Group

PERSONAL SKILLS & ATTRIBUTES:

- Excellent communication skills - written and verbal
- Clear & Concise Presentation skills
- Analytical
- Client & Company focused
- Adaptable
- Punctual
- Tenacious
- Multitasker
- Problem solving under pressure
- Ability to work autonomously or as part of a team

Excellent IT proficiency within MAC os & PC Windows os

Highly Experienced with Adobe CS programs including:

InDesign, Illustrator, Photoshop, Bridge, Dreamweaver, Acrobat, Distiller

Microsoft products including:

Excel, PowerPoint, Outlook, Word, Publisher, Front Page, Entourage, Access, Tracker

EDUCATION:

DATES:

Baines Sixth Form Technology College, Poulton-Le-Fylde, Lancs

2001-2003

Achieved 3 A levels in:

Business Studies, Communication Studies, Information Technology

Baines High School, Poulton-Le-Fylde, Lancs

1996 - 2001

Achieved 10 GCSE's A-C including:

English, English Speaking & Listening, Mathematics, 3 Sciences, Food & Design Technology
Geography, History, French & German Languages.

HOBBIES & INTERESTS:

My hobbies and interests revolve mainly around Food & Drink, Design, Sport, Fitness & Travel

They briefly include;

SPORTS: Golf, Running, Cycling, Swimming, Football, Tennis, Motorsports

FOOD & DRINK: Shopping for Seasonal Ingredients, Cooking, Baking, Dining Out, Wine Sampling

MUSIC: Anything and Everything; Blues, Rock, Indy, Prog Rock, Jazz, Hip Hop, Soul

CHARITY: Various Marathons, Golf Competitions, Fun Runs & Cycles

TRAVEL: Safari & Wine Tasting in South Africa, Skiing in Italy, White-Water Rafting in France

REFERENCES:

Available upon request.