

Anthony Kellas

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Personal Statement

My technical knowledge of software and computer platforms have proved to be an invaluable resource to a business. A lecturing background means that I am confident in passing on complicated skills to other employees. When unusual circumstances arise, I can offer fresh approaches quickly and implement them successfully in order to maintain the smooth output of work to the client.

Key Skills

Technical Skills

- Extensive experience with Adobe Indesign, Quark Xpress, Photoshop, Illustrator and Acrobat.
- Good skills with Microsoft Word, Publisher, Excel and Powerpoint.
- Experience with 3D modelling software.
- 13 years experience of Mac (including Leopard) and Windows (including Vista) operating systems.
- Able to prepare press-ready work.

Personal Skills

- Resourceful and able to create new solutions to problems.
- Experience of working directly with clients and meeting deadlines effectively.

Certificates & Memberships

• **Supervisory Course - Azure Management Services, Peterborough**

- Personal Effectiveness
- Motivation & Communication
- Time Management and Delegation
- Working in a Team

• **NCFE Qualification in Desktop Publishing Skills**

• **Member of Unite The Union (Amicus Section)**

Education

• **DeMontfort University, Leicester – Joint English & Media, 2:1**

Dissertation in Audience Studies using New Media.

• **Peterborough Regional College – Introduction to Journalism, Pass A-Level, Communication Studies Grade A, A-Level, English Grade B, GCSE Media Studies, Grade C**

• **Jack Hunt School, Ledbury Road, Peterborough – Six GCSEs Grade C**

My choice of education since school has been orientated towards the media, originally towards Journalism. Since university I have been more focused on a design career, my degree has still shown to be highly relevant in this area.

Employment

Graphic Designer

Prontaprint Peterborough
www.peterborough.prontaprint.com
**37a Broadway,
Peterborough, PE1 1SQ
20 Aug 2007 to Present**

Prontaprint provides a Print-On-Demand service to corporate and private customers. I oversee the Pre-Press stages of jobs that come into the business. This may also involve assessing the suitability of customer-supplied artwork.

On a day-to-day basis I need to assess the level of this work in order to provide the best possible service.

I also offer technical advice on Adobe Creative Suite, Microsoft Office and Macintosh OS X when called on.

Key Achievements:

- I have worked with my employer to generate new business by approaching prospective clients with bids for contracts.

Design Technician

Peterborough Regional College
(Print Room)
www.peterborough.ac.uk
**Park Crescent, Peterborough, PE1 4DZ
Sept 2001 – Aug 3 2007**
(First Three Years were Part-Time and hours were shared with Lecturer's job below)

I was expected to meet the (digital) printing and finishing requests of the college staff and students.

During my time here I was given the opportunity to implement a Graphic Design service to enhance the printing service the Print Room offered, this was considered to be successful and valuable by my line managers.

Key Achievements:

- During my time here I was given the opportunity to implement a Graphic Design service to enhance the printing service the Print Room offered, this was considered to be successful by my line managers.
- 2005 Designed Corporate Christmas card for the college
- 2006 Designed Corporate Mouse Mat for staff and students which was used throughout the college.
- 2006 – 2007 remained involved with college campaigns such as 'Anti- Bullying'.

Part-Time Design Lecturer

Peterborough Regional College
www.peterborough.ac.uk
**Park Crescent, Peterborough, PE1 4DZ
Sept 1999 – Sept 2004**

- Taught Page Design & Layout to students at a range of different levels and abilities.
- Taught effective use of Macintosh systems.
- Taught HND Journalism Page Design.
- Oversaw student production of S-Xpress magazine.

Key Achievements:

- Maintained Macintosh suite of computers in order to provide best possible experience for students.
- 2001 General Election: Worked overnight so that the students could cover events.
- Took on role of A-Level Course Tutor in academic years 2001-02 and 2002-03. Was complimented on references written for my tutorial group who were applying for higher education via UCAS.

Personal Interests

My knowledge of design software is kept current by reading regular industry journals. I sample new software as soon as it is available so that I can give the best recommendations to colleagues and friends.

I enjoy foreign food and get satisfaction from cooking myself. I am always keen to learn new recipes and try them out for myself as well as friends and family.

I also grow bonsai trees as a hobby. I enjoy nature and Bonsai training is a way of interacting with it.

References

References are available on request.