



**Josh
Stevens
Design**

Education

Bachelor of Arts in Graphic Design with Second Class Honours, Division 1

Swansea Metropolitan University
(UK) Sept 2008 – Jul 2011

Higher National Diploma in Graphic Design

Swansea Metropolitan University
(UK) Sept 2008 – Jul 2011

National Diploma in Graphic Design

Somerset College
(UK) Sept 2006 – Jul 2008

AS Level in Photography

Somerset College
(UK) Sept 2006 – Jul 2008

Diploma of Marketing, Communications and New Small Business Management

Envirotech
(AUS) May 2018 – Aug 2018

Software

- Adobe InDesign (2022)
- Adobe Photoshop (2022)
- Adobe Illustrator (2022)
- Adobe Premiere Pro (2022)
- Adobe Acrobat Pro (2022)
- Microsoft Office Software
- EDM Management Software

Bonus Skills

- Professional Proofreading
- Typography & Hand Lettering
- Photography
- Logo Design
- Branding & Marketing
- Video Editing & Production
- GIF Design
- Social Media

Employment

Graphic Designer – Australian College of Applied Professions (Byron Bay, Australia) Apr 2020 – PRESENT

Designing print and web assets including course guides, posters, flyers, pull-up banners, EDM's & assets, developing design templates, GIF's, video editing & production, event signage, web banners, brand guidelines, social media assets and large format prints.

International Graphic Designer – SAE Creative Media Institute (Byron Bay, Australia) Dec 2019 – Apr 2020

Designing print and web assets including course guides, posters, flyers, postcards, pull-up banners, signage, EDM's, EDM banners, GIF's, Videos, fee schedules, leaflets, social media assets and large format prints.

Senior Graphic Designer – Unique Estates (Byron Bay, Australia) Dec 2015 – Mar 2018

Managing website & CMS, image editing, designing property brochures, office & vehicle signage, following corporate styles & guidelines, logo design, social media marketing, managing databases, preparation of email newsletters and campaigns, managed the design and production of a 200 page high end luxury magazine.

Graphic Designer & Print Finisher – Print Central (Queenstown, New Zealand) Aug 2014 – Jan 2015

Meeting with clients, designing to set briefs and times, laminating, binding, drilling, scoring, stapling, shrink wrapping, packing and distribution, logo design, branding, and corporate identifications. Learnt about various different printing methods and techniques and how to suitably design for the appropriate process.

Graphic Designer – Unique Estates (Byron Bay, Australia) Aug 2013 – Mar 2014

Managing website & CMS, image editing, designing property brochures, office & vehicle signage, following corporate styles & guidelines, logo design, social media marketing, managing databases, preparation of email newsletters and campaigns, managed the design and production of a 200-page high end luxury magazine and managed our submission to the 2013 International Property Awards.

Junior Graphic Designer & Studio Administrator Otter House Ltd (Devon, United Kingdom) Jan 2012 – Jun 2013

Maintain studio databases, managing FTP, archiving images, artist & product samples, maintain production spread sheets, image purchasing & licensing, designing corporate material and promotional pieces, POS, exhibition boards, critiques, artwork scanning & editing, flyers, brochures, artist & freelancer recruitment, catalogues, product photography, cutter guides and proof reading.

Editorial Graphic Designer – Archant Life (Devon, United Kingdom) Jun 2011 – Dec 2011

Designing editorial pages to set styles, working with editors to design features, visualising concepts, producing and printing promotional posters, creating print ready PDF's, archiving images and stories, sourcing and editing images, photography for ArchantLife Food and Drink Awards 2011, designing advertorials and proof reading.

