



## Curriculum Vitae

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## Profile

A motivated, versatile and responsible individual seeking a position in the design industry which will utilise the creative, organisational and communication skills developed during my degree, my freelance illustration career and my previous full time employment as Operations Manager for an award winning ethical fashion brand.

I have a good working knowledge of many industry leading software applications such as Adobe Photoshop and Illustrator, and I am always eager to learn more. Completing my degree has taught me to provide originality and quality whilst successfully meeting deadlines, and experience of working for a small business has taught me the value of hard work and initiative.

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## Work Experience

### Illustration Booth

Freelance Design and Illustration

July 2009 - Present

- » Steintec  
Collaborated with two other designers to produce an informational catalogue promoting their range of paving mortars and pavement maintenance solutions.
- » Southsea Love Your Bike  
Created a spoke card design as part of a collaborative project to promote the benefits of cycling in the local area.
- » Visual Libraries  
Helped to design two promotional posters for display in libraries, two promotional bookmarks for use in the diaries and an inspiration sheet to help people with their entries.
- » Evergreen Wrap  
Produced a series of 30 instructional illustrations explaining how to use the product and supplied illustrations for the website, packaging and promotional animation. Gained experience of packaging design and branding.
- » tecVISION  
Created a metallic variant of their existing logo for use in a new company publication.
- » Southsea Deckchairs  
Produced a Southsea themed design to be printed onto deckchairs that were exhibited and sold around the city of Portsmouth.

» Clooci & Mimobot

Designed a 26 page product catalogue to promote their range and a point of sale stand to display their products in store. Helped to design an anaglyphic press kit cover to be distributed at promotional events and a trade stand to exhibit their products at Autumn Fair and Top Drawer Autumn 2009.

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## Rapanui Clothing

Operations Manager

November 2010 – May 2011

Following promotion to Operations Manager, new responsibilities included:

- » Forecasting sales and calculating the amount of stock required in order to fulfill future orders.
- » Maintaining optimal stock levels, based on forecasts and historical sales data.
- » Liaising with suppliers, printers and embroiderers to ensure garments were manufactured to ethical and environmentally friendly standards.
- » Responsible for finishing and quality control.
- » Preparing artwork to be screen printed or embroidered onto garments.
- » Creating designs for packaging and the web.
- » Managing company accounts; developing quotes, sending and paying invoices.
- » Fulfilling orders using the order management system.
- » Dealing with customer enquiries in person, by email or over the phone.
- » General administration to ensure the smooth running of the department.

Extra responsibility undertaken helped to build confidence and dealing with suppliers and clients served to develop business acumen. Departmental efficiency improved and high levels of customer service were maintained.

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## Rapanui Clothing

Marketing Assistant

June 2010 – November 2010

As assistant to the marketing manager, duties included:

- » Managing company social networks and online community, building links to increase traffic and sales.
- » Developing marketing material such as web banners and advertorials.
- » Delivering reports to illustrate the relationship between marketing activity, resulting traffic and sales.

A helpful introduction to the inner workings of a small business, and the importance of online marketing.

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## Brixham RSPCA Charity Shop

Volunteer Retail Assistant

April 2010

Duties included serving customers, sorting and pricing donated goods, displaying goods for sale in the shop, testing battery powered items and carrying out any necessary repairs. Gained valuable retail experience, built customer service skills and learned how to operate a cash register.

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## New Designers

Organiser and Exhibitor

July 2009

Gained further experience of organising, exhibiting, networking and self-promotion. Proved to be an invaluable experience, leading to several commissions that would initiate a career in freelance illustration. Furthermore, advice received from industry professionals greatly improved my understanding of critical issues surrounding self-employment and how to run a small business.

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## Re: exhibition

Curator and Exhibitor

November 2008

Touring exhibition of experimental artists' books. Duties included designing and assembling a themed guest book for the Portsmouth exhibition, designing and screen printing promotional posters, helping to set up the exhibition space and photographing the event. Also exhibited was a collection of visual diaries, produced as part of a collaborative project that I was proud to be involved in. Gained experience of both organisational and self-promotional aspects of exhibiting.

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## Landscope Ltd

Housekeeping and Maintenance Assistant

June 2003 – October 2005

Responsibilities included maintaining high standards of hygiene by monitoring accommodation cleaners and rectifying issues with cleanliness, reporting maintenance problems and carrying out necessary repairs.

Additional tasks included:

- » Checking inventory of holiday accommodation.
- » Sorting and counting used linen.
- » Supervising delivery of clean linen.
- » Painting exterior and interior walls, woodwork and masonry.
- » Window cleaning and general maintenance of park grounds.

Communication and customer service skills improved significantly due to close contact with both guests and colleagues. Learned many new practical skills that may be implemented in other jobs and developed confidence in my ability to handle responsibility.

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## Brixham Church of England Primary School

Work Experience: Classroom Assistant

September 2000

Assisted the teacher with the general running of the classroom. Worked with individual children on the class computer to build basic information technology skills, listened to individual children reading books, supervised small groups within the learning environment, supervised large groups within the playground environment and assisted any pupils in need of additional support. Included were several administrative duties such as marking pupils work. Gained some experience of admin work, and ultimately found working with young people and helping to ensure a good start to their academic life to be a very rewarding assignment.

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## Devon Learning Resources

Work Experience: Graphic Design

July 2000

Gained first professional experience of the graphic design profession, introduced to industry standard software such as QuarkXPress and Adobe Photoshop. Improved my knowledge of page layouts and typography, developed confidence and communication skills.

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# Qualifications

## University of Portsmouth

October 2006 - June 2009

Illustration BA (Hons) Degree

Graduated With 1st Class Honours

## Churston Ferrers Grammar School

September 2001 - July 2003

GCE Advanced Level Art and Design	A
GCE Advanced Level English Language	A
GCE Advanced Level Design and Technology: Product Design	C
GCE Advanced Subsidiary Level General Studies	C
GCE Advanced Subsidiary Level History	B

## Brixham Community College

September 1996 - July 2001

GCSE English Language	A*
GCSE English Literature	A
GCSE Design and Technology: Graphic Products	B
GCSE French	B
GCSE History	B
GCSE Art	A*
GCSE Mathematics	A
GCSE Science Double Award	A/A
GCSE Short Course Religious Education	B

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# Software Proficiency

## Adobe Photoshop CS3-CS5

Advanced knowledge. Favoured software for image manipulation and digital painting.

## Adobe Illustrator CS4-CS5

Intermediate knowledge. Favoured software for producing vector images.

## Adobe InDesign CS4-CS5

Basic knowledge. Favoured software for publishing and arranging for print.

## Adobe After Effects CS4-CS5

Basic knowledge. Favoured software for producing animations.

## Adobe Dreamweaver CS4-CS5

Intermediate knowledge, with experience of designing and building websites using HTML and CSS.

## Microsoft Office 2003-2010

Intermediate knowledge of Word, Excel, Outlook and Microsoft Accounting.