
Curriculum Vitae:

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Employment History

The Transfer Function Limited, London, EC1.

Founder, Director and Shareholder

October 2003 - October 2008

Main Responsibilities

- Sales & New Business Development
- Financial Planning and Cost Analysis
- Sales and Purchase Ledger Management
- Research and Development
- I.T and Communications Management
- Human Resources and Staff Welfare
- Development of Key Strategic Partnerships
- Design and Creative Services

Main achievements and expansion of functions

The Transfer Function Limited was established in 2003 by five print professionals. I was one of the core founding members. The company is still trading successfully.

- Sales & New Business Development

I was responsible for the creation of the business plan and the objective of the company. We identified a niche in the market for a return to customer focus and craft methodologies within the industry. Our primary target was the Fashion Industry as a rapid amount of growth and expansion within this industry was identified at the time of start up.

Over the years I secured a number of high profile clients encompassing high street, haute couture, footwear and streetwear brands. I continually developed my relationships with these clients alongside working with new emerging talent such as students and alumni from Central St. Martins, London Fashion Forum and trade show organisers.

- Financial Planning and Cost Analysis
- Sales and Purchase Ledger Management

As the markets declined at the tail end of 2007 it was decided as a small business it was imperative that a Director took on the role as Financial Director. By closely monitoring costs and production efficiencies I produced monthly forecasts to enable more of a transparent overview of the business. This enabled positive decisions to be made in driving forward the business. ie Capital Investment in cutting-edge technologies, staff re-training for dual role coverage.

- Research and Development

Due to my technical background I was responsible for sourcing new materials to test, as a number of paper merchants recognised that there was a growing demand in unusually substrates for the digital print sector. This led to further opportunities for creating unique selling points.

- I.T and Communications Management

All IT and Communication was my responsibility. I continually evaluated new hardware, software, training courses and how these products would affect the day to day running of production. I worked alongside the other partners on the extensive development of the company's website.

- Human Resources and Staff Welfare

I was responsible for all 15 members of staff on a day to day, month by month and year by year level. This included the management of full/part time contracts, disciplinary procedures, staff welfare, salary control, appraisals along with reward schemes and benefits. Including the setting up of a Group Pension Scheme.

- Development of Key Strategic Partnerships

As the company grew and became very profitable it was essential that we kept ourselves up to date on opportunities for working partnerships within our industry and others. A significant amount of time was spent developing these partnerships and forging new ways for mutual business relations. Both horizontal and vertical growth were included in the long term plans.

- Design and Creative Services

Another key reason the company became successful within the fashion sector was that we provided a full range of design and creative services. Including photography, artworking and retouching. We also took pride in our ability to handle multi-disciplinary projects where only the best possible outcome was expected. Complex product design, finishing techniques and promotional activity was often required by clients and by working with key specialised partners delivery was possible.

1st Byte Ltd, London, EC1.

Production Manager

January 2000 - June 2003

Main Responsibilities

- Production Management and Production Control
- MIS Implementation and Management
- Quality Control

Main achievements

The main elements of the role was to ensure that all clients' work was delivered on time with no errors to the highest possible standards. In order for me to do that i managed production control, print department, studio, logistics and customer service.

During my period at 1st Byte, along with another colleague i was required to source a new MIS for the company as the previous system was non windows based. The project lasted 6 months and involved vast amounts of research into Operating Sytems, Workflows, Hardware, Protocols and Web Development. After analysing the whole gamut of systems, including a bespoke option a supplier was chosen. The system was subsequently installed by myself over 4 months.

The other main aspect of the role was to bring working standards and practices up to the level of ISO 9001. In conjunction with the MIS installation and the development of quality control procedures and a full working staff handbook, the company had guidelines on how to produce work inline with the ISO standard.

Kube Digital, London, EC2.

IT Manager

July 2003 - December 2003

Main Responsibilities

- Installation of MIS
- RIP configurations
- Design and Creatives Services

Ferguson International, London, NW10.

C.S.R

August 1995 - December 1996

Estimator

January 1997 - December 1997

Group Operations Technologist

January 1998 - May 1999

Technical Manager

May 1999 - December 1999

MIS, Software and Hardware Experience

Extensive knowledge of Quark Xpress, InDesign, Photoshop, Acrobat, Word, Excel, Pitstop, Suitcase. Proficient in Illustrator, Dreamweaver, Powerpoint. Working knowledge of Flash, Fireworks.

Strong knowledge of Windows 2000, Windows 2000 server, Mac OsX, TCP/IP Networks, FTP, HTTP, HTML,CSS,POP3, SMTP. Working knowledge of HP Yours Truly, DirectSmile, Xmpie.

MIS: Extensive knowledge of Tharstern SQL, Optimus, Time Harvest, Red Tie.

Print Knowledge

Digital Offset, Digital Toner, Digital Inkjet, Piezo, Gravure, Flexography, Letterpress, Offset Litho, Silk Screen.

Education

St. Theodores RC High, Burnley

1983-1990

8 GCSE's - Grade C+

1 AS Level

3 A Levels

Manchester Metropolitan University

1990-1993

BA (Hons) History of Art & Design

Interests

My main passion is music: listening to it, making it and watching it live. I also have a strong passion for vintage trainers, which I have collected over a period of years, i also wrote my degree dissertstion in 1993 about them and also have just published a book. I'm a big fan of the graphic arts and design, with my biggest inspiration being futurism. My sport and fitness interests include golf, football, cycling and running. I also enjoy webdesign, 2D design and artworking and photography when i get a chance.

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