

Say hello
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About me	Senior Creative Artworker Over 14 years experience of producing and managing a diverse range of print and digital projects. I pride myself on my laser attention to detail, strong communication skills and meticulous organisation. With an excellent understanding of production processes and a passion for artworking, illustration and surface pattern design, I thrive on delivering creative solutions, working independently or in a team.
Professional experience 2014 – present	Tanya Collis Ltd Freelance creative artworker tanyacollis.co.uk Clients include: Marks & Spencer, MerchantCantos, Instinctif, Odd London, Heavenly
2013 – 2014	MONOGRAM London Multi-disciplinary design consultancy specialising in luxury brands, Shoreditch monogramlondon.com Head of Production Clients included: Estée Lauder brands, Drummonds, Ernst & Young, Luxure Achievements <ul style="list-style-type: none">• Managed and produced all HTML email artwork for Estée Lauder• Managed production of all print collateral through the studio• Acquired new software skills in Adobe Digital Publisher• Implemented Social Media strategy for MONOGRAM Facebook and Twitter accounts, produced regular content for blog posts <i>Responsibilities</i> <ul style="list-style-type: none">• Design and production of print and digital artwork• Creation of mock-ups and presentation boards• Development of MONOGRAM's online shop
2005 – 2012	Living Group Financial communications agency, Shoreditch living-group.com Achievements <ul style="list-style-type: none">• Proven ability to work at high speed and intensity whilst maintaining attention to detail• Excellent understanding of production processes enabled sound planning and good advice for clients• Demonstrated strong communication & organisational skills through management of successful projects for Global clients• Project managed award winning campaign for 'The People's Pension'
2008 – 2012	Head of Production Clients included: Ernst & Young, B&CE, Bechtel International, ING <i>Responsibilities</i> <ul style="list-style-type: none">• Management of production team and workflow• Layout, typesetting and artworking – brand guardian for key client accounts• Project management including brief taking and writing, client presentations
2005 – 2008	Senior Creative Artworker Clients included: Ernst & Young, William Murray, Lend Lease, AstraZeneca <i>Responsibilities</i> <ul style="list-style-type: none">• Layout, typesetting and artworking a wide range of collateral• Project management including estimating, budgeting and invoicing• Liaising with internal teams, clients, and external suppliers

2001 – 2004	<p>Chamberlain Dunn Contract publishing / Graphic design / Public relations / Events, Richmond Upon Thames chamberlainedunn.com</p> <p>Creative Artworker Clients included: Department of Health, GMC, NHS, RCPCH, RCM</p> <p><i>Responsibilities</i></p> <ul style="list-style-type: none"> • Typesetting and artworking of corporate / event marketing materials • Project management from initial concept to final product • Management of studio workflow
Computer skills	<p>Adobe Creative Suite – advanced Adobe Digital Publishing – working knowledge Microsoft Office Suite – Intermediate</p>
Production experience	<p>Typesetting & layout / charts & graphics / multilingual versioning / annual reports / re-sizing / retouching / pre-press artwork / cutter & special finish guides / print management / proof checks / mock ups / small & large format print / HTML emails / online banners & artwork / Illustration / surface pattern design</p>
Qualifications	
2012	<p>Modules 1-3, The Art and Business of Surface Pattern Design e-course: http://dowhatyouloveforlife.com/pattern/</p>
2005 – 2014	<p>Presentation skills; Negotiation & team leadership skills; Credentials training <i>Training courses with Sian Preddy, Preddy & Co</i></p>
2001 – 2002	<p>BTEC National Vocational Qualification in Graphic Design, Level 2 <i>Central Graphics Academy, Bethnal Green</i></p>
1996 – 1999	<p>BA (HONS) Art, Design and Media (Illustration) – 2:1 <i>University of Portsmouth</i></p>
1994 – 1996	<p>GNVQ 3 Advanced Art and Design – Merit A level Biology – B <i>Richmond Upon Thames College, Twickenham</i></p>
I really love	<p>Surface pattern design / illustration / pilates / swimming</p>
I'm proud of my	<ul style="list-style-type: none"> • ASICS 10km run • Canary Wharf Abseil (250 ft) raising £1,010 for Cancer Research UK • Brazil trek raising £3,300 for the One to One Children's Fund • 12,000 ft tandem skydive • PADI Advanced Open Water Diver
References	<p>Available on request</p>
LinkedIn	<p>uk.linkedin.com/pub/tanya-collis/a/456/b85/</p>