

## Amy Stewart

### Design-related experience

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#### Freelance and contract Graphic Designer

- Consultative design services to a variety of customers: both on-site in a large organisation, and freelance design from home for a variety of small businesses and individuals.
- A wide variety of work undertaken including, but not limited to:
  - Marketing / informational / consultation brochures, flyers and booklets
  - Logo design
  - Creating new branding styles for new businesses or re-branding existing business collateral
  - Static images for digital marketing
  - Product catalogues
  - Forms for print and editable versions for filling in on-line
  - Signage
  - Powerpoint presentations

May 2017–present

- Word document formatting
- Banners
- High-school magazine layout
- Infographics
- Ads for print or digital
- Packaging design
- Design, writing and managing my personal website and Facebook pages.

#### Workflow Manager | Wellington City Council

- Provide workflow management and project direction to the graphic design team, ensuring they work to capacity.
- Lead and manage the Workflow Co-ordinator to ensure their role is carried out effectively.
- Graphic Design and Desktop publishing as required.
- Provide quotes and timelines for design projects.
- Liaise with external graphic design suppliers to manage the design overflow.
- Monitor quality, price and time standards to ensure clients work is produced correctly and on time, and manage clients expectations.
- Work with the Design Team Leader and design team to ensure brand compliance and quality output.
- Liaise with the Print Team Leader to assist with workflow and managing timelines for all printing.
- Liaise with the Photography Team Leader to ensure smooth cross over/shared knowledge between related jobs.

Oct 2012–Nov 2013

- Liaise with external promotional and clothing manufacturers. Monitor quality, print standards and price requirements ensuring clients work is produced correctly and on time.
- Liaise with Marketing team to ensure design briefs are complete to a standard where the design team can effectively carry out their roles, and then brief designers in on expectations.
- Accurately complete financial transactions.

#### Design Team Leader/Account Manager | Wellington City Council

- Lead and manage the design team of 6 staff.
- Conduct individual performance plans for design team, providing regular feedback on the quality of performance and indicating where training/development needs exist.
- Provide logistical support to ensure expectations are met in terms of quality control, timeframes and budgets.
- Provide workflow management and project direction/management to the design team, ensuring they work to capacity.
- Provide account management, quotes and timelines to Council business units.
- Liaise with external graphic design suppliers to manage the design overflow. monitor quality, price and time standards to ensure clients work is produced correctly and on time.
- Manage/oversee the Brand Manager and Senior Designer to ensure brand compliance and quality output.
- Accurately complete financial transactions.

Oct 2012–Nov 2013

- Back up desktop publishing.
- Liaise with the Print Manager to assist with workflow and managing timelines for all print work.
- Liaise with the City Photographer to ensure smooth crossover/shared knowledge between related jobs.
- Liaise with external promotional and clothing manufacturers. Monitor quality, print standards and price requirements ensuring clients work is produced correctly and on time.

#### Graphic Designer | Wellington City Council

- Apply desktop publishing and graphic design services to briefs by working with clients using a consultative approach to aid in achieving communication goals.
- Negotiate client requirements around production capabilities
- to ensure high levels of service delivery and customer satisfaction and ensuring client deadlines and quality standards are met.
- Ensure that all jobs are completed to budget and are processed in an accurate and timely manner.

Feb 2009–Oct 2012

- Provide backup administration/ workflow tasks as required.
- Ensure the Council's brand is always used correctly.

#### Desktop Publisher | Wellington City Council

- Professional desktop publishing and junior graphic design, pre-press and layout services.
- Ensure the Council's brand is always used correctly.
- Complete assignments in an efficient, timely manner ensuring deadlines and quality standards are met.
- Consult with clients, ensuring a professional, consultative approach.
- Pre-press and packaging jobs for offset printing.

Sept 2005–Feb 2009

- Digital printing, and trimming/ folding/stapling of smaller print runs.
- Ability to prepare a variety of design collateral to be print-ready.

#### Education

##### Diploma in Graphic Design, Natcoll Design Technology | 2008

- Finalist for the Natcoll Design Technology 2008 Excellence Awards
- 3rd place winner in Designing to Lift the Bar for Barcode design, GS1 New Zealand
- Highly commended in the Innovative design of a barcode, Pride and Print Awards