



KATHERINE PIGOT

CREATIVE ARTWORKER AND DESIGNER



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SKILLS

ADOBE CREATIVE SUITE



QUARKXPRESS



MICROSOFT OFFICE



OPERATING SYSTEM



PROOFING



DEADLINES



CREATIVITY



COMMUNICATION



ORGANISATION



TEAMWORK



EMPLOYMENT

2006 - 2016

Creative Artworker and Designer | International

Katanga Graphix Ltd.

After working in a permanent role for 6 years, I started my own freelance company offering graphic design and graphic pre-press services. My daily duties involve the day-to-day running of my business from the office management through to the pre-press graphic requirements of my clients. The design and pre-press artwork covered a range of design disciplines from corporate identity design, corporate literature, newsletters, flyers, POS elements, large format exhibition graphics, high profile corporate event marketing material and advertising.

Duties

- Consulting with clients to determine timescales, budgets and other objectives. Responsible for producing detailed production schedules based on timescales supplied in initial brief. Liaising with suppliers from the initial brief stage through to supplying final pre-press artwork.
- Analysis of clients needs on particular briefs, undertaking research and planning the presentation of the design approach. Preparing final concepts and digital PDF visuals from chosen design route.
- Responsible for setting up the chosen design and compose type and graphics into a format for printing or visual media. This included all pre-press artwork setup from templates, content and graphic layout, setting up of cutter guides, working with corporate guidelines and working with specialised finishings (foiling, embossing & UV spot varnish). As well as ensuring that all colours used within the document were set to the correct requirements for the specific job.
- Responsible for the setting up of large format print for exhibition graphics, corporate events, banner stands and POS systems.
- Responsible for providing electronic PDF, digital and wet proofs for final client approval. Checking of final proofs for quality, colour, layout, typesetting and suggesting changes and improvements at proof stage.
- Responsible for checking the size and resolution of all imagery making sure it was set correctly for the specific job and printing processes. Required to check all imagery being used had the correct licensing agreements before being used in final pre-press artwork. Once checked, the imagery was either scanned in using the flat-bed scanner to produced digital imagery for final plate making or purchased from digital image libraries eg. Getty Images, iStockphoto and Corbis.



EDUCATION

2013

PRINT TRAINING AUSTRALIA
CERTIFICATE III IN PRINTING
& GRAPHIC PRE-PRESS

2006-2009

**THE CITY & GUILDS OF
LONDON INSTITUTE**
NVQ LEVEL 2 & 3
IN PRINT DIGITAL ARTWORK
FOR PRINT, PRE-PRESS AND
DIGITAL PRINTING

1995-1996

HIRT & CARTER
CERTIFICATE GRAPHIC
DESIGN & PRE-PRESS



REFERENCES

MR SCOTT GRAHAM
CYAN DESIGN STUDIO LTD.
47 QUEENS ROAD
WEYBRIDGE, SURREY
KT13 9UH

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+44 (0) 7515 550 262
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MR HEATH ADAMSON
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MR DAN BLACK
FIGURE 7 DESIGN CONSULTANTS
1 BRIDLE CLOSE
KINGSTON UPON THAMES
SURREY KT1 2JW

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EMPLOYMENT CONTINUED

1999 - 2006

• Responsible for checking the final press-ready artwork through pre-flight and packaging it for output, supplying to the relevant printers via our FTP site. If required final press-ready PDF's are supplied to the printer with all fonts and imagery embedded into the file.

• General running and upkeep of all machinery making sure they are all in good working order and making sure they are backed up on a regular basis.

Creative Artworker and Designer | London

Qudos Design Ltd.

During my time at Qudos Design, I was responsible for all the pre-press graphic duties within the company. My major duties during my employment were the setting and composing of type and graphics into a format required for printing and other visual media. eg. Print, newspaper, web, screen & exhibition (large format) graphics.

Duties

• Working closely with co-designers and the creative director on all projects from original concept and design stage through to pre-press artwork. Responsible for progressing exhibition, 2D collateral and new media designs from initial sketches as well as electronic artwork.

• Helping in the management of production's workflow and ensuring that all artwork was completed, checked and approved in conjunction with internal processes before being released for print.

• Required to interface with clients and printers when specific guidelines and standards had to be adhered to.

• Involved in system up-keep and implementation includes the management of all systems back-up on the network and the creation of an extensive image library for all projects and archiving.

1998 - 1999

Freelance Creative Artworker | London

Reed Business Information, The Folio Society, Barkers, Virgin Atlantic Airways (9 mths) and BBC Educational Publishing (4 mths).

Duties

General artwork and design responsibilities covering typesetting, mock-ups, final pre-press artwork, hi-res and low-res scanning, cutter guides, working with specialised finishings like foils, embossing, UV varnishes, liaising with printers, running my own projects and working within a budget.

1996 - 1998

Pre-press Artworker and Trainer | South Africa

Hirt & Carter (PTY) Ltd.

• Responsible for general design layout and design of adverts, magazines, packaging, composing and setting of type and graphics for brochures, packaging material and posters. Required to send final artwork through to the repro rip to produce the positive and negative film.

• Responsible for training all the Adobe Suite packages and QuarkXpress. Required to do research and development of new or upgraded software in order to keep up with the evolving technology.