

CHARLOTTE DAY

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OVERVIEW

A highly motivated and creative individual with an eye for detail. Adept at time management, multitasking and effective communication. Confident working under own initiative but equally well suited to working in a team environment and enthusiastic to broaden skills.

EXPERIENCE

Freelance Illustrator & Surface Designer, March 2008 - present

Developing surface pattern for textiles and stationery. Using a combination of traditional painting, drawing and digital techniques. Creating Illustrations for greetings cards, editorial and promotional use.

Liaise with clients and agencies to produce effective designs that conform to brief and deliver to strict deadlines.

Art & Design Technician, The College at Braintree, Braintree, July 2008 - present

Demonstrate various practical and digital creative techniques and provide technical support to students and teaching staff. Control of consumable and standing stock including placing orders, distribution and resale within the department. Securing venues for annual exhibitions, producing related marketing material and facilitating display of student work. Responsible for the maintenance of studios and equipment in terms of overall good order, safety, security and servicing.

Artist & Venue Liaison Officer, Chelmsford Borough Council, April 2009 - September 2009

Negotiated with local businesses to secure venues For the Chelmsford Arts Trail. Supported artists from application to installation with effective email communications and meetings where required. Prepared copy for marketing materials. Implemented administrative systems to collate information and aid organisation.

Assisted in the organisation of offshoot workshops and events.

Volunteer, Warners Textile Archive, Braintree, September 2007 - July 2008

Catalogued textiles, paper designs and other artefacts to create accurate archives using Microsoft Access.

Sourced designs and created laser copies for clients.

Provided visitors with information and assistance during workshops, educational visits and individual private study.

International Assignee Support, United Bank of Switzerland, London, July 2007 - March 2008

Completed detailed analytical work, including preparing cost sheets for international assignees. Detailing benefits provided during overseas project and reports to highlight costs to bank.

Compiled and created user manual detailing job role and system tools for future employees.

Outdoor Plant Expert, Wyevale, Braintree, April 2007 - July 2007

Responsible for the presentation and visual merchandising of the planteria.

Accountable for maintaining the health of plants and supervising other members of planteria staff.

Provided excellent standards of customer service and horticultural advice.

Lodge Supervisor, Kick Ski, France, November 2006 - April 2007

Implemented interior landscaping and redecoration. Researched and designed guest information packs.

Provided direct support for guests and co-ordinated staff for the duration of the ski season.

Horticultural Apprentice, Royal Horticultural Society, Rettendon, June 2005 - September 2006

Obtained formal qualifications at distinction in Ornamental Horticulture.

Undertook specialist areas of study in botanical illustration and records management.

Utilised creative skills within design and layout purposes. Using CAD and traditional planning, combined with extensive plant knowledge, to create and implement effective planting plans.

Administrative Assistant, Royal Sun Alliance, Chelmsford, April 2004 - June 2005

Sales Assistant, NZSki.com, The Sno Shop, New Zealand, June 2003 - September 2003

Visual Merchandiser, Whittards of Chelsea, Chelmsford, October 2001 - May 2003

Intern, Homes and Ideas Magazine, London, June 1999 - September 1999

VOLUNTARY

Selection panel, Chelmsford Arts Trail, Chelmsford, April 2009

Invited to sit on a panel of artists, events organisers and arts officers. Utilised predetermined selection criteria to decide which applicants would be suitable to participate in the event.

Activate member, Activate Visual Arts Group, Chelmsford, January 2008 - present

Participate in group shows. Organise community arts projects and interactive painting activities at festivals and town centre events. Edit copy and design marketing materials for exhibitions and membership drives. Represent group at artist networking events. Maintain group's online presence, updating information and events on social networking sites.

EDUCATION

2001- BA (Hons) Multidisciplinary Art and Design, Specialist option Textiles; 2.1, Colchester Institute

2009- City & Guilds, Preparing to Teach in the Life Long Learning Sector, Braintree College

TECHNICAL SKILLS

Skilled in: Adobe Photoshop
Adobe Illustrator
Freehand drawing and painting
Colour selection

Proficient in: Microsoft Office
Formulating seamless repeats

Experience in: Adobe InDesign
Microsoft Access

First Aid at work in accordance with Health & Safety Regulations

ACHIEVEMENTS & EXHIBITIONS

Jan 2010 The Oppenheim-John Downes Memorial Trust, Artist's Financial Award for Future Solo Show

Nov 2009 Browsing Copy, Singapore Festival of Design, in conjunction with A Beautiful Design

Sep 2009 Essex Art & Design Show, Crossing Temple, Essex

Sep 2009 Chelmsford Arts Trail, Chelmsford

Jun 2009 Art in Shops, Activate group show, Chelmsford

Oct 2008 Featured Artist, Willow Galleries, Halstead

Mar 2008 Princes Trust, Business Start Up award

Dec 2006 Christmas Arts & Crafts Fair, Vaujany, France

Sep 2006 Hares of Hyde Hall, installation and children's workshop, RHS Hyde Hall, Rettendon

Aug 2001 Platform 2, Exhibition and workshop for A level students, Eastengland Arts & Network East Trains

Jul 2001 New Designers, Business Design Centre, London

Nov 2000 BBC Mega Mela Young Designer of the Year, Finalist, Birmingham NEC

Dec 2000 Cancer Research Recycled Designer of the Year, Regional Winner, London

Mar 2000 London Alternative Fashion Week, Spitalfields, London

INTERESTS

Botanical and natural history painting are an endless source of inspiration to me, but I also appreciate the strong visual impact of constructivism and the Avant-Garde. I endeavor to stay abreast of current trends, so naturally I try to attend exhibitions of contemporary illustrators, graduates and trade fairs.

Plants fascinate me. I gain a lot of satisfaction from gardening, as well as visiting botanical shows.

Experiencing other landscapes and cultures is always a refreshing change but snowboarding is also a huge motivation for me to travel.

At home my downtime is spent listening to music and clutching either knitting needles or a crochet hook.

References available on request