

ajobfordave

Resourceful • Adaptable • Dependable

about me



I am an honest, respectful, and highly organised individual with a strong work ethic and a positive, can do attitude. I am eager to learn and quickly develop new skills, applying them effectively in any role. I work well independently and as part of a team, consistently giving 100%, whether in physically active or desk based positions.

I hold a Foundation Degree and an Honours Degree in Graphic Design, gaining strong creative, technical, and problem-solving skills. My experience spans retail, customer service, administration, demonstrating adaptability and strong customer-facing abilities.

I am experienced with eCommerce platforms such as Shopify, Wix, and WordPress, and proficient in both PC and Mac operating systems, with strong data-entry skills. I also have a working knowledge of Microsoft Office, including Word, Excel, and PowerPoint

Outside of work, I enjoy playing pool and going to the gym, maintaining a healthy work-life balance.

employment experiences

Self-Employed

Toybidders

Bristol - 2019 to Present

A self-employed role that I had originally setup to keep myself active whilst caring for a relative at home. This involves selling online and via two shops in Bristol called Revival Market and Retro Bristol.

Online Processor & Assistant

Amica Felt

Bristol - 2024 to 2024

Dealing with UK and International orders using Shopify and Sage. Ordering items from warehouse and dispatch duties. Other work included raising invoices and paperwork for customs.

Dispatch Operative

Dynamic Packaging

Bristol - 2022 and 2023

I have worked at Dynamic Packaging a few times when contracts required extra staff. I had to follow strict guidelines, preparing 50+ different types of M.O.D items, large and small for delivery.

Social Media Consultant

SAS Consultancy

Bristol - 2019 to 2021

I was creating daily content for Facebook and Instagram accounts on behalf of our clients. I also created websites using Wordpress and designing logos.

Digital Marketing Assistant

Pluss

Bristol - 2017 to 2018

My role was to provide disabled clients with self-employment support. Also in charge of creating content for Pluss' Twitter and Facebook account.

I was tasked with setting up a 'Disability Confident' event, a government backed scheme aimed at local employers. I booked the 'The SS Great Britain' along with a secret flash mob posing as waiters. The initiative was to encourage employers to sign up and adhere to equality in the work place.

Co-ordinator & Media Guru

M.E.F

Kegalle - 2014 to 2016

As a former volunteer back in 2006. I was headhunted to support the M.E.F project manager in running an international volunteer program in Sri Lanka. I would look after around 15 - 30 international volunteers a week. This included creating rotas, providing elephant safety practices and helping volunteers with their projects, such as elephant care, painting, gardening and teaching. A very rewarding hands-on role in a jungle setting!

When the project manager was away, I would hold daily group meetings with volunteers from all over the world

On my own, I designed and updated the foundation's outdated brand, including their website and onsite museum. I created brand items for the gift shop. This increased shop sales by 50%.

I also helped create a successful online fundraising campaign to re-home an abused temple elephant. We also built an elephant free roaming area. Another project that I was very proud of was the creation of a new program called 'Elephant Walk Experience', to stop elephant riding. The first of its kind in Sri Lanka.

Graphic Designer

Stuff Advertising

Bristol - 2017 to 2018

I was involved in all areas of graphic design at one of Bristol's leading design agencies, including photo manipulation, poster design, logo creation, and editorial work. I worked closely with the Creative Director to develop concepts and scamps for high-value new business pitches, gaining valuable insight into agency workflows, client expectations, and fast-paced creative problem-solving. What began as a one-week placement was extended into a three-month paid role in recognition of the quality of my work and professional approach.

Graphic Designer

Dogstar Foundation

Bristol - 2012 to 2013

I have supported a charity based in Sri Lanka on an ad-hoc basis since it's creation in 2006. During this time, I have led several rebranding projects, including redesigning the organisation's logo, website, and social media platforms. Most recently, in 2024, I designed the veterinary clinic's mobile truck. The international charity is now part of the Dog's Trust.

Graphic Designer

The Creative-Dept

Bristol - 2010 to 2011

I completed a one-year paid placement, during which I was responsible for designing and producing a wide range of visual materials. This included creating logos, print and digital advertisements, animated Flash banners, and email templates. I collaborated closely with the marketing and design teams to ensure that all materials were consistent with brand guidelines and effectively supported marketing campaigns. The role allowed me to improve my creative and technical skills while contributing to projects that reached a broad audience.

Order Picker

Asda

Bristol - 2007 to July 2010

During my time at university, I worked at Asda as an order picker. I also helped customers find products and assist with stock checks.

Graphic Designer

Computershare Document Services PLC

Bristol - 1999 to July 2006

I started out at Computershare in the mailroom, and was subsequently offered an opportunity to become a Junior Designer, supported by in-house training and professional design courses. In this role, I was responsible for designing a wide range of corporate documents, including cheques, certificates, BACS and ISA information booklets, all while adhering to over 400 brand guidelines to maintain consistency and accuracy. Another part of my role was to proof-read completed work prior to print.

I also managed all design work for HMRC, producing more than 90 highly confidential documents. This required meticulous attention to detail, strict compliance with security protocols, and the ability to work under tight deadlines. The role allowed me to develop strong technical skills, a deep understanding of corporate branding, plus experience managing important projects with high levels of confidentiality. I worked at this company for 7 years. The job and location was perfect. The reason I left was due to a number of redundancies. I felt I needed to go University to get the qualifications I needed, in order to protect my future.

General Assistant

Service Industries Limited

Bristol - 1993 to 1999

I started my career in a hands-on role as a packer, responsible for preparing and dispatching monitors for shipment. In this role, I developed a strong sense of attention to detail, time management, and efficiency, ensuring that products were packaged correctly and reached their destinations safely.

Through dedication and continuous on-the-job learning, I was promoted to inspecting and testing power circuit boards for laptops. In this position, I gained valuable technical experience, troubleshooting and ensuring the quality and reliability of complex electronics. I learned to work methodically under pressure, follow strict quality standards, and collaborate closely with colleagues to meet production and testing targets.

Over six years, I honed a combination of technical, analytical, and organisational skills that allowed me to take ownership of my work and contribute to the team's overall success. My time at the company came to an unexpected end when it went into liquidation, but the experience left me with a strong foundation in electronics, quality assurance, and process improvement that I carry forward with me into every new challenge.

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