

Jamie Shaw

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Employment history

July 2001-present	Full-time Systems Administrator at Truck and Trailer Components (a division of Unipart) to maintain the bespoke sales, stock and finance software package. This involves helping with problems encountered by TTC's staff, writing custom reports, improving the use of the system and co-ordinating upgrades. Other projects include self-created Intranet development and production of a newsletter in QuarkXPress to keep staff informed of software changes.
July 2000-present	Design and DTP of books, newsletters, leaflets and advertisements for the Association for Learning Technology (ALT), Modern Art Oxford and others on a freelance basis
May 2000-April 2001	EMS Publications Ltd., a Christmas card company with clients including Boots, Harrods and Oxfam. Part-time assistant for the Product Development and Studio departments. Role included processing orders for overseas clients, checking artwork rights, dispatching samples, updating the artwork database and reorganising the samples library.
Other jobs have included	Data entry for NOP Consumer Research, typist for Newsquest Newspapers and sales assistant for both Argos and Superdrug

Software skills

Application/area	Further information	Ability		
		Moderate	Intermediate	Excellent
Microsoft Office	Word, Excel, PowerPoint, Access, Publisher, Visio		
Email	Outlook and Lotus Notes		
Photoshop	Including ImageReady		
QuarkXPress	Version 5		
InDesign	Version 1.5		
Illustrator	Version 8		
Acrobat/PDF	Distiller		
Web	HTML, JavaScript, ASP, Dreamweaver, GoLive		
Flash			
Visual Basic	Visual Basic (as VB and VBA) including integration with Access		
Other programming	C and Unix scripts. Progress.		

General skills

- I am proficient in PC, Mac and Unix systems
- My typing speed is up to 70wpm
- I am currently undertaking a proof reading and copy editing course
- I have a full, clean driving licence

Education

1998-2001 Oxford Brookes University
BSc. Joint Honours in Computing/Publishing (2:1) comprising 25 modules including:

Publishing Concepts	Overview of the publishing industry from authors to bookshops
Editorial Techniques	The relationship with authors. Copy editing and proof reading.
Typographic Design	Text and its relationship with design. Type styles and suitability, kerning, leading, grids and layouts. QuarkXpress and book typesetting
Print Production	Printing processes: types of printing, origination, typesetting/DTP, paper and ink, binding
Electronic Publishing	Group proposal and concept (using Dreamweaver and Photoshop) for a new website, plus a report discussing the importance of design and other issues such as competition and copyright
Multimedia Application Design	Creation of another website, but this time placing the emphasis on multi-media elements (Flash, audio, video etc.) and programming (HTML and ASP)
New Title Development	From an existing publisher's academic list and working as a team, proposal for a new title: author research, market analysis and competition, USPs, publicity and promotion, budgets, estimated sales and profit

1990-1997 Tunbridge Wells Grammar School for Boys
Nine GCSEs at grade A-C and A-Levels: Mathematics (grade A), Computing (grade B), Physics (grade C)

Interests and hobbies

I enjoy books and magazines, regularly reading *Creative Review* for an insight into current design, photography, advertising and web trends, plus *Media Guardian*, *New Scientist* and *MacUser* amongst other magazines. An interest in new music extends to seeing live bands whenever possible. I play badminton weekly, practise yoga and enjoy cycling. I am currently developing a personal website.