

# Application for part time waitressing and/or bartending Judy Caley

## Contact Info

07825887423

missjcaley@gmail.com

Hi,

I am looking for part time waitressing and/or bar work from mid November 2012. I am currently working full time as a graphic designer at a local advertising agency but feel it's time to boldly go it alone as a freelancer, whilst working part time.

I've worked in bars and restaurants mostly waitressing and can pour a great pint I've dabbled with 'proper' cocktails & adore wine!

Ideally, I'm looking for 16 hours a week and can work whatever days/evenings are needed (flexible). Also due to the nature of freelancing there will be times when I would be available to work extra hours and swap shifts at short notice (useful).

I would be grateful if you would consider me for a trial shift or interview, I am hard working, enthusiastic and reliable.

I have attached my CV for reference, but it's ;really aimed at the design industry so possibly not so relevant. If you would like to know more about my past experience waitressing and bartending then just ask!

Many thanks,

Judy Caley

# Curriculum Vitae

## Judy Caley

**Contact Info**  
07825887423  
missjcaley@gmail.com

**Personal Details**  
**Address:** 5 Spicer Road  
Exeter, Devon EX1 1SX  
**DOB:** 13/09/88  
**Marital Status:** Single  
**Nationality:** British  
**General Health:** Good

**Additional Info**  
Full UK driving licence

**Key Strengths**  
Passion  
Drive  
Commitment  
Attention to detail  
Positive attitude  
Hard working  
Calm under pressure  
Fun to be around

**Excellent understanding**  
InDesign CS2-CS5  
Photoshop CS2-CS5  
Illustrator CS2-CS5  
All Microsoft Office applications  
Various social media platforms

**Basic understanding**  
Adobe Flash CS5  
Adobe Dreamweaver CS5  
Quark 8  
Corel Draw  
Freehand

### Personal Profile

In the workplace I am an enthusiastic and pleasant person to be around. I work well in a team, but also work equally well when left to complete a task alone. I have the management skills to take a project from the initial costing to accepting a brief, design completion and invoicing alone if required. I have always made sure my work is done in a timely and cost effective manner and will not go home knowing a job needs to be completed - dedication is one of my strong points. I currently work on a diverse range of clients, but have a few key companies I work with the most. I am more than comfortable working on existing brands and understanding current brand guidelines and asset management, as well as having the spark to be able to create a dynamic brand from scratch. I am very happy with my progression at present, but believe that as a designer I will never reach a point where I can rest - the industry is always changing and I put great importance (and spend as much personal time as necessary) on learning new skills and becoming aware of new trends.

### Work Experience

(References available on request)

#### Designamite Ltd - Graphic Designer January 2011 - Present

At Designamite I have learnt a great deal about how a design agency works, which has been invaluable as my previous experience was with a digital printers. I have had the opportunity to expand my knowledge of design to a higher standard and have learnt about working with national brands directly. Being around veteran designers has been a fantastic opportunity for me and the level of skill the studio is very high, meaning there has been plenty for me to learn from my colleagues. I am based in the print team, but work closely with the internet team designing digital materials, and understand how to design within limitations of the platforms they have created.

I already had a comprehensive knowledge of the software in which we need to work before I joined, which meant I could focus more on the fundamentals of working for in agency environment. I am at the frontline dealing with clients directly which I enjoy and feel very comfortable with which in turn can involve taking a brief directly, whether it be comprehensive or not (More often not!) and bringing the project to completion with ease.

#### Peninsular OneSource - Graphic Designer (And other roles previously) April 2008 - January 2011

Key responsibilities at Peninsular OneSource:

- Graphic Design
- Complex pre-press work, inc. direct mail personalisation
- Managing the Eco-Print system (Creation and upkeep of print on demand templates)
- Moving the company forward with social media
- Attending networking events and seminars alongside the Marketing Director
- Assisting the Print Director with managing the studio in the Production Manager's absence

I learnt a great deal at Peninsular due to it being so varied. I was involved in a large amount of different projects from branding and concept design work to complex personalisation jobs for the press. I learnt the basics of design with Peninsular and had the opportunity to build up my skills with mentoring from the Marketing Director. I led the company to being highly active in social media which raised the profile online by quite a noticeable amount. I moved my way up the company from being part time reception and Eco-Print administrator to managing the Eco-Print system alone. I then had the opportunity to take on most of the core graphic design work in the studio. I really enjoyed attending networking events alongside the Marketing Director as I felt confident interacting with clients.

## **Work Experience (Cont.)**

### **Exeter City Council - Finance department for leisure & tourism**

**March 2008 - April 2008**

In this second temporary role at the council I was part of a team who were responsible for making sure that invoices and purchase orders were approved and ready to pay. Once gathering all relevant approvals and information I would then pass on the paperwork to the treasury. The job was very busy as the department was understaffed so I worked very hard to help the permanent members of staff cope. I used my knowledge of technology to get to grips with the finance systems very quickly and therefore after a short amount of training was able to really get stuck in. I was also there in the middle of a new system switch over so being technology minded as I am I learnt the system fast and could help others get to grips with it.

### **Exeter City Council - Training and development administrator**

**January 2008 - March 2008**

In this role I was appointed as a temporary member of staff to work alongside the training and development manager to help run this department of Exeter city council. I used my organisational skills to arrange courses, inform attendees of dates and times, book rooms for courses and also hire lecturers. Whilst working with Ian I used my knowledge of excel to upgrade the booking records. The previous method was time consuming and confusing so I worked alongside the it trainer to build a colour coded database system so it was extremely easy for my manager to access information quickly. Once we were ready to fill my job with a permanent member of staff I was involved in organising interviews and making the switch over smooth.

## **Further Education**

### **National diploma in art and design. Exeter College Arts Department. September 2005 - June 2007**

This course required a huge amount of energy and commitment, but was very enjoyable and I learnt a great deal about art and design processes and history. I learnt the practical side of things, fine art, print making, graphics, photography, ceramics etc but also I learnt about the art business and how to be successful in a creative industry. We were taught art history, had assignments which involved large essays and English based tasks and also learnt about the digital side of art which is where my passion for graphic design came from. This course was difficult but extremely valuable. I owe a lot to the lecturers who taught me on this course, they were passionate and committed, which I took with me. Upon completion of this course I surpassed my predicted grades of merit merit merit and achieved the second highest grade possible, which was a great personal achievement.

**(Distinction, distinction, merit. Equivalent to AAB)**

## **Education**

### **King Edward VI Community College (KEVICC) Totnes - September 2000 - July 2005**

I attended KEVICC for 5 years, completing a full education at secondary school. I took all available GCSE's:

**English, Double award BB • Art, B • Science, Double award CC • ICT, D**

**French, D • Geography, D • Food Technology, E**

## **Extra Curricular Activities**

- **Attended two courses hosted by social media experts to gain experience in business social media**
- **Completed course in flash animation for web content (mx2004).**
- **Completed taster course in Dreamweaver CS4.**
- **Ongoing personal design for 'The Abstract Group' artists in Exeter.**
- **Completed advanced Excel course at Exeter City Council**
- **SPACEX Gallery. - 18th March - 22nd April 2006.** I worked at SPACEX (voluntarily) in 2006, I was part of a team of young people aged 15-21 to create, produce, advertise, build and run our own exhibition.
- **Exhibited my artwork at a joint exhibition at eyestorm gallery, exeter quay 2007.**
- **End of year show - 21st June 2006/2007.** I was on the exhibition committee for both my end of year shows for the BTEC National Diploma first/second year. I helped organise the finer details of the show with my college lecturers, i.e. space organisation, advertising, organising fellow students.