

Personal

Name	Jemma Lambert
Nationality	British
Driving License	Full UK Driving license

Objective

To work within the creative industry, preferably in a photographic or design role which allows me to use my current skills to their full potential and gain further experience in these areas.

Education

2009 - Current Leeds Metropolitan University
B.A. Hons Graphic Communication

2003 - 2006 Huddersfield University
B.A. Hons Contemporary Photographic Arts

1994 - 2001 Wakefield Girls' High School
A-levels:
Chemistry, Maths, Geography, General Studies

GCSEs:
Chemistry, Physics, English Literature A*
Maths, Art, Biology, Geography A
English Language B
German C

Previous Jobs and Experience

Sept 09 - Current B.A. Graphic Communication
Dewsbury
Degree

- Currently studying a BA (Hons) in Graphic Communication where I am undertaking several projects to brand & design a company, which includes the name, logo, any promotional material etc.
- The degree requires good time management & organisation as I am undertaking this alongside my two other part-time jobs.

Feb 09 - Current R Lambert Transport
Huddersfield
Administrator and accounts handler

- Deal with payroll for all employees in the company after learning to use the business's payroll software.

- Update the cash flow daily & maintain accounting records once a week, producing a reconciliation sheet at the end of each month.
- Produce invoices for the company by cataloguing & organising the delivery notes received from customers.

Nov 08 - Current Classicshows
Huddersfield
Website developer and maintainer

- Update their current HTML & Javascript based website with new information & imagery as each show passes.
- I created a new website for part of the business to advertise one of their biggest upcoming shows, containing all information required for exhibitors & visitors.
- Programs used: Photoshop for new banners, logo & imagery, Editplus for handwritten html & WinSCP for uploading content to the server.

Apr 07 - Oct 08 Trafalgar Photographic Studios
Bradford
Photographer

- Produce high quality photography for a number of distinguished clients including B&Q, Symphony & Simply Be. The photography ranged from set photography of kitchens, bedrooms & bathrooms to product photography for catalogues.
- Liaise with other teams within the company (such as styling, build & IT) to ensure photography was delivered on time & to the required standard of the client.
- Be adept with using Mac computers, Photoshop & Capture One software as well as 35mm, medium format & large format cameras with a range of Bowens flash heads & packs.
- **Reason for leaving:** Made redundant due to company financial difficulties.

Oct 06 - Jan 07 Game Stores Group
Huddersfield
Sales Assistant

- Required to deal with customers at the busiest time of year, providing high quality customer service.
- Have an indepth knowledge of all products within the business in order to advise & inform customers with a purchase.
- Necessary to have the ability to learn quickly when using tills & knowing where each product can be found within the physicality of the shop.
- **Reason for leaving:** Temporary christmas job whilst searching for full-time employment.

Oct 05 - Nov 06 Magicnumber Media LTD
Sheffield
Website designer & Photographer

- Produce designs within Photoshop & HTML code for websites which had

to be W3C compliant.

- I had an extensive portfolio of images which were available for use by the company for use in final website work, or for mock-ups to present to clients.

- **Reason for leaving:** To seek full-time employment.

Oct 03 - Nov 04 Jessops Group
Huddersfield
Sales Assistant

- Required to provide a high level of customer service by dealing with people in a friendly & knowledgeable manner.

- I needed an extensive amount of knowledge of various photographic and printing equipment in order to inform & give customers confidence in myself & the company.

- **Reason for leaving:** To concentrate on my degree.

Skills

- 18 months experience working in a photographic practice which specialised in studio photography, providing high quality set & product photography.

- Very experienced with using a variety of cameras including digital SLRs, 35mm film SLRs, medium format & large format cameras, phase one digital backs & a variety of studio equipment (flash heads & packs, light meters, etc.).

- Proficient typist of 74wpm with 100% accuracy.

- Skills with using various computer software in the windows and Mac environments.

- Highly proficient with Photoshop, plus good skills & experience with Microsoft Office, Adobe Indesign & Adobe Illustrator.

- Previous website design & coding experience using hand-written HTML, css stylesheets & basic understanding of javascript & php.

- One-to-one customer service experience both face-to-face & through the telephone.

Personal Interests

- **Photography:** A passion of mine that prompted me to take a 3 year degree on the subject, which I thoroughly enjoyed. I have been involved with the digital side of photography since 2001. My knowledge with Photoshop is extensive & I use this as a tool to enhance my imagery further. I have created & maintain an online portfolio (www.jemmalambert.co.uk) & have a popular and regularly updated photoblog (www.shutterjunkie.co.uk).

- **Computers & the internet:** I've been using computers since the age of 7 & have an extensive knowledge of the windows environment (95 through to vista) & computer hardware. Coupled with this I am adept at designing & writing basic web pages with the use of HTML. I have created several personal web pages over the years, designing them in Photoshop & creating them with HTML from scratch. I am also interested in computer hardware, &

have built several PCs over the years for myself & family.

■ **Tennis:** I have been playing tennis since the age of 3 & throughout the years have competed in many tournaments; winning one in Sheffield & coming runner up in one in Jersey. I am a member of Huddersfield Lawn Tennis & Squash Club, & have played for their 1st teams in district, Yorkshire & national since 1996.

■ **Travelling:** I have travelled extensively around Europe & visited the US a few years ago. It is something I enjoy as it combines both my love for travelling & my photography, so I hope to do more in the future. The destination at the top of my list is Japan.

Referees

Ged Flynn Batley School of Art & Design
Course Tutor
07506 354384

Tracey Sager Trafalgar Photographic Studios
Accounts Manager
01274 610600

John Tyas Game Stores Group
Manager
01484 435504