

# Suzanne Jane Leak

## Graphic Designer/Artworker

### CONTACT INFORMATION

Mobile: 0477 464 160  
Email: [suzanneleak@gmail.com](mailto:suzanneleak@gmail.com)  
Web: <https://www.intagliocreative.com.au>  
LinkedIn: <https://www.linkedin.com>

### ABOUT ME

I am a hardworking, deadline-oriented Graphic Designer/Finished Artist/Artworker with a keen eye for detail, a good communicator and team player with the ability to complete tasks accurately and promptly despite interruptions and competing demands.

I know the Adobe Creative Suite well and use Adobe Indesign, Illustrator and Photoshop daily. I have a fast, accurate typing speed of 98wpm when last checked, a pleasant telephone manner, good time management skills and a friendly, cheerful personality. I enjoy challenges and always give my very best in all the work I produce.

I will happily assist clients or printers with any technical queries they may have, finding solutions and resolving problems and have mentored junior members of staff until they have become familiar with the practices of the business.

### TECHNICAL SKILLS

Adobe Indesign CC  
Adobe Photoshop CC  
Adobe Illustrator CC  
Adobe Acrobat Pro



ControlPrint  
Microsoft Word  
Microsoft Powerpoint  
Microsoft Excel  
Adobe Premier Pro



#### Skills in detail:

##### Adobe Indesign, Adobe Photoshop and Adobe Illustrator

These are the main programmes used – Indesign is ideal for large documents which need a designer's touch to give them the 'edge' over any others where style sheets help to keep the pages uniform; Photoshop is great for creating masks, retouching images or deep-etching/cutouts; Illustrator is perfect for creating logos in vector format and, amongst many other features, live graphs or charts which can be updated easily if new data should be supplied.

##### Adobe Acrobat Pro

I use this programme to edit pdf files if the original is unavailable – pages can be added or deleted, url links or bookmarks added (unlike Adobe Acrobat Reader). I also have experience in creating interactive pdfs which included radio buttons and form-fields, along with the read-aloud function.

##### Control Print

This programme (similar to Adobe Incopy) enables the client to update the files and once the copy has been approved, I take back control and restyle the file to suit – ideal if deadlines are looming and several board meetings affect the content.

##### Microsoft Word, Powerpoint and Excel

Word is mainly used to import raw text into Indesign files, but I have also created documents and templates (using style sheets) where the client prefers to have access to the file for further updating or where government departments dictate Word-only files. I have intermediate knowledge of both Powerpoint and Excel where I have created various presentations in Powerpoint and used Excel to work on my own accounts. I have also created timesheets in Excel when data is required for budgeting purposes. My knowledge-base of these programmes has increased somewhat since completing the Certificate III in Business Administration in April 2020.

##### Adobe Premier Pro

Having started self-tutoring myself in this programme, it has enabled me to edit videos created from a recent whale-watching trip – I have found it very easy to understand and will continue to increase my knowledge-base.

##### Adobe XD

This programme is a skill I have learned recently, whilst working at the BCF Support Office – mainly used for creating web assets.

##### Branding

Having worked on several rebranding projects, I have found this both challenging and rewarding where style sheets are a must to ensure brand guidelines are followed.

##### Packaging

I have worked on the packaging for the L'Oreal brand where updates were sent direct from the French headquarters and challenges were solved where space was limited.

##### Photography

I have an Olympus micro four-thirds mirrorless camera and particularly enjoy using my macro lenses to capture insects and other close-up subjects. This is currently a hobby but I am happy to include it in any potential employment.

##### Adobe Lightroom

I use this programme to adjust RAW images to get the best possible result from any photography shoots I have attended.

##### Customer Services

In the past I have been employed in various establishments on a part-time basis which have ranged from delivering parcels for Australia Post as a Christmas Casual van driver, sales assistant in department stores, till operator in supermarkets and bar work – I have enjoyed meeting the general public and I believe this background has helped build my confidence over the years.

### CAREER HISTORY

#### May 2024 – March 2025

I was contracted to work for BCF at their Support Office in Strathpine assisting the design team with projects such as EDMs, web assets, social media, POS, outdoor advertising and also store tickets occasionally using data-merge. Images were often manipulated in Photoshop to fit the allocated space better and Adobe XD was often used for web assets. Communication within the team was mainly via Microsoft Teams.

#### September 2023 – November 2023

I was employed on a freelance basis for Terry White Chemmart primarily to assist with the deadlines for the Christmas catalogues where deep-etching/cutouts were required for the majority of images. Other tasks were creating posters and flyers for display in various stores and some of these were converted to interactive pdfs where they could be updated by the store themselves.

#### February 2023 – June 2023

While working for the Supercheap Auto Support Office, I assisted with setting up the regular retail catalogues for Australia and New Zealand along with EDMs, socials, data-merge, POS, cutouts/deep etching and many other tasks. Work was assigned to the team via Asana and communication between team members or internal clients was through Asana or Microsoft Teams.

#### February 2022 – May 2022

While temporarily in the UK, the Production Director of Brunswick Group (previously MerchantCantos) contacted me to work on several annual reports, many with tight deadlines and occasionally working into the early hours of the morning. I thoroughly enjoyed working with my ex-colleagues once again albeit remotely rather than in the office.

#### May 2021 – November 2021

Whilst contracted to work in the Publishing Unit of the Queensland Curriculum and Assessment Authority (QCAA), I worked on assessment material following strict brand guidelines to ensure quality and consistency and all of a time-sensitive nature. Duties included updating Adobe Indesign templates, ensuring style sheets were transferrable across multi-sized documents; creating digital pdfs with active form-fields and adding the 'read-aloud' function with adaptations made for pronunciation anomalies along with retouching/editing images and diagrams in Adobe Photoshop or Adobe Illustrator. Other skills involved redacting elements of pdfs to ensure sensitive information was hidden from view and keeping Microsoft Word templates up-to-date for stakeholders' use.

#### October 2020 – January 2021

Employed as a 'Christmas Casual' van driver with Australia Post, I used a hand-held scanner where all parcels had to be scanned, optimised for delivery order and used to photograph parcels to assist with any missing packages disputes.

#### June 2006 – present

I have worked for many companies on a freelance basis, mostly in the production of annual financial reports where I have had repeat bookings over several years. Other projects ranged from high-spec property brochures, fact sheets, pop-up banners, sales aids, pitch documents and Powerpoint presentations.

Freelance bookings in Australia are listed below:

- BCF • Terry White Chemmart • Supercheap Auto • Queensland Curriculum and Assessment Authority (QCAA) • Australia Post
- ProdigyPlus • 630 Agency • Dais • Redfern Brand Consultants

Other freelance bookings while in the UK are listed below:

- Addison • AML • Barkers • Best and Company • Bircham Dyson Bell • BlackRock • Black Sun • Brake Brothers • Brand Communications
- Brunswick Group • Carnegie Orr • Conran Design Group • Conran (within Freshfields Bruckhaus Deringer) • RR Donnelly
- DesignWerk • Dusted • Emperor Design • 85-FOUR • Gartmore Investment Bank • Henderson Global Investors • Instinctif
- Living Group • Loveurope (within J P Morgan) • MerchantCantos • National Union of Students • Octopus Investments • Orb Solutions
- Pauffley • Redfern Brand Consultants • Salter Baxter (Publicis Group) • Schroders Asset Management • Sectorlight
- Serac Communications • Threadneedle Investment Services • Universities UK • Willis Group

#### Prior to June 2006

During this earlier part of my career, I worked as a permanent employee for various companies – my job title varied between organisations, however, there were always challenges to overcome which increased my knowledge-base:

- Capita Design & Print (Senior Artworker) • Euro RSCG Riley (Artworker) • ARL Communications (Artworker)
- Bibliotech (Repro Bureau Manager) • Indart (Artworker) • The Partnership (Artworker) • Bourne Press (Artworker)
- Lyndhurst Printing Company (Artworker) • Indart (Typesetter) • Barclays Bank (Typesetter)

### EDUCATION (UK)

#### Further Education

- The Community College, Hackney • Taunton's College, Southampton • Adult Education Centre, New Milton • Bournemouth and Poole College of Further Education • Bournemouth and Poole College of Art and Design • Bournemouth College of Technology

#### Secondary Education

- Avonbourne School, Bournemouth • Bournemouth School for Girls, Bournemouth • St. Aiden's School, Harrogate

### QUALIFICATIONS (Australia)

BSB30415 Certificate III in Business Administration

### QUALIFICATIONS (UK)

**General Certificate of Education (GCE) 'O' Level:** Art, English Language

**Pitman/Royal Society of Arts (RSA):** Pitman Shorthand 60wpm, RSA Shorthand 50wpm, RSA Typewriting Stages I, II (Distinction) and III

**Certificate of Secondary Education (CSE):** Art and Craft, Commerce, English, French, Geography, History, Mathematics, Office Practice, Typewriting

**College certificates:** Communication Graphics, Italian Level I, Turkish for Beginners

### HOBBIES

DIY, camping, gardening, genealogy, history, photography, scuba diving, skiing, swimming, travel.