Oliver Hugh Grant (BA Hons)

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Currently, working as a Online Digital Executive for GlucoRx. This involves designing and creating a multitude of media for the website, including graphics and content. Scripting and testing of new webpages. Handling one of our social media accounts. Using both technical and creative skills to resolve issues and implement new features. A confident networker, with an ability to learn quickly, and work flexibly. Able to adapt to a wide ranger of working environments.

Abilities

Technical Skills: *Photo Editing, Video Editing, Pencil Drawing, Digital Drawing & Painting, Modelling, Unwrapping, Texturing, Rigging, Animation, SFX, Lighting, Rendering, HTML, CSS, JavaScript, VB.Net.*
Creative & Design Systems: *Adobe Photoshop, Illustrator, Premiere Pro, InDesign, Animate CC, Autodesk Maya, Topogun, ZBrush, Mudbox, Roadkill, Deadline, Substance Painter, Wordpress, Drupal, Hootsuite and MeetEdgar.*
Teamwork skills: *Articulate, Communicative, Strong Negotiator, Effective Delegator, Organised, Highly social*

Academic	Artistic	Attitude	Articulation
Technically Minded	Creative Thinker	Team Player & Leader	Writing precise content for online mediums
Logical Thinker	Drawing and Painting Abilities	Directed Projects	Planning Skills
Hardware and Software skills	Image Manipulation	Working under pressure & Multi-tasking	Quick Learner
Analytical Skills	Problem Solving	Comfortable in offering Feedback	Written and Verbal Communication Skills

Education

Graphic Design Diploma - ACA **March 2018 - February 2019**
Photoshop, Indesign, Premiere Pro, Illustrator, Animate CC & Words Press + 130 hours CPD.
University of South Wales, Cardiff **September 2013 - June 2016**
Computer Animation (BA Hons 2:1)
Emmbrook Senior School, Wokingham **September 2005 - June 2013**
A Level passes in Media (B), Computing (C) and Art (C)
GCSE's in English Literature (A), English Language (B), Math (B), Science (B). Including - ICT, Graphic Design, Media Studies, Art, Clait, Citizenship, P.E - Grade A-C

Career History

Global Knowledge **November 2019 to Present**
Marketing Executive (Full-time)
The world's largest dedicated IT training company

- Create assets, posts and manage social media accounts.
- Design and create marketing materials for Global Knowledge Academy with the adobe creative suite.
- Create email campaigns.
- Organize and run events.
- Create reports based on marketing and web analytics.

GlucoRx **July 10th 2019 to November 15th 2019**
Online Digital Executive (Full-time)
A small UK based medical devices company, specially targetting diabetes..

- Create, edit and implement content & assets via Wordpress for a multitude of standard websites, including but not limited to entire web pages.
- Create, edit and implement content for the E-Commerce sites.
- Fix or ticket bugs that occur in each website via liaising with the development team or taking independent action.
- Read & use HTML/CSS/JavaScript code when applicable to aid design and plugin implementation.
- Design and create assets with Photoshop for the website, company and promotional material.
- Handle social media content and accounts, including the design and creation of templates and assets.
- Write content for our various websites including blogs, tweets and articles.
- Handle the SEO content for all sites.
- Liase with the customer care team to introduce them to any relevant major changes made to the websites.
- Collaborate with the other members of the marketing team to conjure ideas; to improve branding and sales.

Inelco **February 2019 to April 2019**
Web Design Assistant (2 Month Temporary Contract)
A small UK based electronic distributor

- Create and design a series of artistic and information graphics, to be used on the website and within email distribution
- Assist in the design of the website using Photoshop, Illustrator, Premiere Pro and Wordpress
- Design and Create storyboards for film planning purposes
- Film, edit and produce the youtube workshop introduction video

Electronic Frontier Ltd **August 2018 to February 2019**
Marketing Executive (Temporary Rolling Contract)
A small UK based electronic distributor.

REED **January to March 2018**
Graphic Designer (Short Term Contract)
Worked through REED for a small sized lighting supplier, working across the UK.

The Chartered Institute of Building **August to December 2017**
Marketing Administrator (Temporary Position)

The world's largest professional body for construction management and leaders, where Members work worldwide in development, conservation and improvement of the built environment.

- Reported to the Head of Communications
- Oversaw all social media (Facebook, Linked-In, Twitter and Youtube) channel pages, ensuring creative ideas are implemented within each channel, maximizing and growing followers.
- Responsible for the creation of, movement & planned timings of organisation wide social media content. Also responsible for managing the programme of online releases as requested across all departments.
- On-stand representative at UK Construction week & London Skills week exhibitions.
- Blogs added, Press releases edited and added & movement of entire pages via Drupal.
- New content added to intranet via Wordpress.
- The creation, editing and uploading of press releases on our news pages.
- To help the marketing team craft new ideas for exhibitions and events.

Specific Projects/achievements: Launched new sharepoint websites, writing (code) frames for sires, editing internal video content to support MD's messaging & designing promotional material.

Not Just Cleaning (Winnersh Triangle, Berkshire) **April to June 2017**
Business Administrator (Temporary)
Medium Sized UK Corporation for outsource cleaning contracts.

The Emmbrook Inn (Wokingham) - Bar Staff (Part Time) **September 2016 to March 2017**
Sports Direct (Bracknell) - Sales Assistant (Part Time) **October 2010 to August 2013**

References: *Available upon request*