

PERSONAL DETAILS

Name	Guy Forster	Nationality	British
Date of birth	6 April 1966	Home phone number	+44 (0) 117 923 2150
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WORK EXPERIENCE

- November 2001 to present*      **Freelance graphic designer and web designer** – designing and producing web sites and printed materials for a variety of clients, including government departments and agencies, charities, publishing companies and small/medium enterprises.
- Work has included*
- designing and developing web sites and web-based learning materials
  - designing and producing printed materials, such as publicity leaflets, newsletters, learning manuals and annual reports
  - writing and editing scripts for learning materials, newsletters and other publicity materials
  - commissioning and managing print.
- Printed samples/PDFs and sample URLs for web sites are available on request.
- October 1999 to November 2001*      **Publishing director** at National Council for One Parent Families, 255 Kentish Town Road, London NW5 2LX, UK      Annual salary £30,000
- Responsibilities*
- planning the coverage of NCOPF’s publications and information services, and the most appropriate medium and format for delivering them
  - reviewing the format of all publications, recommending and, where agreed, delivering new approaches to the dissemination of information
  - developing and managing the publications budget (around £130,000 a year direct costs, plus staff salaries, training, equipment and overheads)
  - developing and managing the web site and other electronic information services
  - managing one member of staff
  - ensuring publications are accurate, timely, relevant, attractive and easy to read
  - devising and managing a rolling schedule for the writing and production of publications, including allocating work and supervising working to deadlines
  - arranging the design and production of printed and electronic publications, producing specifications, monitoring progress and controlling costs
  - ensuring that publications are evaluated by those who use them and that the information is used to inform future publishing plans.
- April 1994 to October 1999*      **Design and production manager** at Cambridge Training and Development Ltd, Lincoln House, The Paddocks, 347 Cherry Hinton Road, Cambridge CB1 8DH, UK
- Responsibilities*
- managing the design and production of printed, multimedia and web-based projects: commissioning, briefing and liaising with external editors, designers, printers, programmers, etc.
  - setting schedules and budgets, monitoring progress; financial reporting
  - managing three production staff
  - writing and editing copy for web sites, publicity materials, packaging, etc.
  - graphic and interface design for printed, multimedia and web-based products
  - devising and implementing house style and managing the corporate identity.

May 1991 to March 1994

**Production editor** then **Editor** at the National Extension College,  
18 Brooklands Avenue, Cambridge CB2 2HN, UK

*Responsibilities*

- commissioning and supporting authors and assessing initial manuscripts
- managing projects to camera ready copy: commissioning, briefing and liaising with external editors, designers, typesetters, etc.; passing for press
- editing for level, content, approach and style; copyediting and proofreading
- designing and producing covers and text for publications
- managing revisions and carrying out corrections and course maintenance.

April 1989 to April 1991

**Project assistant** then **Projects editor** at Cambridge Training and Development Ltd

*Responsibilities*

- assisting the managing editor by: editing, copyediting, commissioning, briefing, supporting and progress-chasing freelance writers, editors, illustrators, designers, typesetters, printers and others
- proofreading, subediting, mark-up and page layout
- implementing agreed designs on a desktop-publishing system
- assisting other members of staff in using computer equipment.

## TRAINING

October 1997

One-day training course in web design, Harlequin Solutions Ltd, London.

April 1993

One-day training course in project management, Book House Training Centre.

May 1991 to September 1992

Two-day commercial training courses in MS Word 4, MS Word 5, QuarkXPress 3.0, QuarkXPress 3.1 and various graphics packages.

February to April 1989

Foundation training course in Information Technology included training in wordprocessing, spreadsheet and database programs.

## EDUCATION

October 1985 to June 1988

Peterhouse, University of Cambridge: BA (Hons) in Classics, division 2ii

September 1979 to December 1984

Abingdon School, Abingdon, Oxfordshire: 3 A levels (Latin, Greek and Mathematics), 12 O levels (including Mathematics and English) and 2 AO levels

## SKILLS AND ABILITIES

I have an unusual combination of editorial, design and technical skills, which enables me to take a broad overview of information and publishing projects, and make informed decisions on the most appropriate format and medium.

I have a high level of IT skills, and am very familiar with both Windows and Mac OS operating systems. I have extensive experience of Microsoft Office (Word, Excel and Powerpoint), and I am an expert user of most publishing software, including InDesign, Quark XPress, Illustrator, Photoshop and Acrobat.

I also have extensive experience of web development, and am very familiar with PHP, (X)HTML, CSS and Javascript, as well as development tools including Dreamweaver, Fireworks and GoLive. I also have a broad overview of the capabilities of other web technologies, including XML, Java, MySQL and ASP.

My other interests include birdwatching, hillwalking, cooking (and eating), drawing and painting, art and art history.