

TANIA PEREIRA

GRAPHIC DESIGNER

www.taniapereira.co.uk

INTRODUCTION

A dependable, well-presented, and highly diligent graphic designer with a Fine Arts degree seeking for a graphic designer position to utilise formidable abilities and knowledge. Possessing a strong sense of artistry, critical thinking and time management skills which were developed during a number of academic years. Always striving to learn new techniques whilst constantly developing inventive, technical and visual skills. Exceptional computer literacy skills with working grasp in Adobe software such as: Photoshop, Illustrator, InDesign and Premiere Pro.

EDUCATION

University of East London

BA (Hons) Fine Arts Degree | 2:1

Sept 2019 – July 2020

Kensington and Chelsea College

HND Fine Art | Distinction

Sept 2017 – July 2019

Cranford Community College

13 GCSEs and 3 A-levels | All Passed

Sept 2009 – July 2016

SKILLS & ABILITIES

- Adobe software such as: Photoshop, Illustrator, InDesign and Premiere Pro.
- Knowledge in WordPress, SquareSpace and Wix.
- Basic knowledge in HTML.
- Proficient in Office 365 and bespoke applications.
- Knowledge in ideation and branding.
- Photography
- Languages: Fluent in Portuguese and beginner in Spanish.

CERTIFICATES

All from LinkedIn Learning:

Illustrator 2021 Essential Training

Sept 2021

Colour for Design and Art

May 2021

Typography

Oct 2020

Layout and Composition

Aug 2020

Introduction to Graphic Design

July 2020

EMPLOYMENT HISTORY

Freelance Graphic Designer

May 2020 - Present

- Conducted five projects for small and start-up businesses during the pandemic.
- Conveyed ideas and proposed plans to the clients by having meetings with them and accepted constructive feedback to improve the designs and gain client satisfaction.
- Gained experience designing logos, websites, business cards, price lists, posters and YouTube thumbnails.
- Executed various projects whilst completing LinkedIn design courses and acquired more knowledge and extensively researched ideas to improve my ability in design.
- Well adept in working with others and independently.
- Currently conducting two projects: one web design and one packaging design.

Digital Support Officer (DSO)

Ministry of Justice at
Isleworth Crown Court

April 2022 - Present

- First point of contact on site for IT incidents, liaising with suppliers, managing incidents and, where necessary, following the escalation process.
- Recording all activity on DSO database.
- Responsible to conduct monthly courtroom checks to ensure digital equipment in the courts are in working order.
- Help upskill members of staff and the judiciary by providing one-to-one training sessions, to give them the knowledge and confidence to resolve basic issues themselves.

Court Usher/ Administrative Assistant

Ministry of Justice at
Isleworth Crown Court

Dec 2020 - Present

- Performed quick and efficiently with court staff and Judiciary to maintain a smooth flow of court hearings and trials.
- Professionally prepared to react and resolve difficult and unexpected situations in a tranquil manner.
- Recorded and placed sensitive data to the appropriate files, both digitally and manually.
- Assisted administrative staff by organising and finding dead files and bundles so that the clerks and judges would have the necessary papers on time.
- Constantly adapted to changes in the role due to coronavirus. During meetings, offered new ideas and solutions with the team to make the job run safely and smoothly during the pandemic.
- Administered skills in cataloguing and archiving Judge's notes.

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AWARDS

National Art & Design Saturday Art Club

The Sorrell Foundation | University of West London

Sept 2013 – June 2014

Duke of Edinburgh's Award Bronze and Silver

Duke of Edinburgh's Award
Foundation | Cranford Community College

Feb 2013 – Feb 2015

VOLUNTEERING

School Connect Programme

Wycombe House Cricket Club

June 2018

CONTACT INFORMATION

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[TaniaPereira97](https://www.linkedin.com/in/TaniaPereira97)

EMPLOYMENT HISTORY

Team Member (Terminal 3)

EAT. at Heathrow Airport

June 2018 - Aug 2018

- Provided swift and friendly customer service at all times.
- Used my initiative to ensure that customers were served in a timely manner especially during busy periods.
- Delivered great quality food by following EAT. standards.
- Supported my colleagues by ensuring that the shop and kitchen were clean and presented and that safety standards were met.
- Cooperated with the team to keep displays of food and pricing labels organised.
- Achieved a positive and calm manner by working in a busy environment.

Lounge Consultant (Terminal 3)

Club Aspire at Heathrow Airport

May 2017 - Aug 2017

- Proactively greeted customers as they arrive at the lounge, offering information regarding food and spa services that avail within the facility.
- First point of contact to exclusive members. In a typical day, one hundred guests were expected to come through to the lounge and relax before their flight.
- Oversee the stocking of lounge amenities, ensuring that any low stock circumstances were immediately handled.
- Compile feedback received from customers and communicate findings to management.

English and Maths Assistant

Kumon at Heston Community Centre

May 2015 - Oct 2015

- Tutored primary school children in English and Mathematics.
- Accommodated different approaches to each student by identifying new ways to inspire and support them.
- Highlighted their successes and enabled students to recognise process.

HOBBIES AND INTERESTS

- **Art:** Practised since an early age. Relishing in sculpting and taking professional photographs, searching for ways to incorporate them for contemporary art. Problem solving skills have been enhanced which has been useful during studies. The most recent inspiration for my final show was Anselm Kiefer's "Superstrings, Runes, The Norms, Guardian Knots" exhibition as he displayed apocalyptic landscapes with the use of wires and ashen straw. My horse series portrayed similar eerie landscapes to symbolise the Christian end times.
- **Playing instruments:** Self-taught since the age of thirteen. Fond of reading music sheets and playing soothing songs. Can play the piano and currently starting to learn how to play the kalimba. Developed concentration and multitasking skills.
- **Learning Japanese.**