

# HEATHER MARTINO

heathermartino@gmail.com 07378 349007 Nationality: British (Hong Kong PR)

A designer with more than 20 years experience producing everything from children's books, to websites, to corporate reports. Eagle-eyed proofreader, and occasional writer. I love working with small teams and to deadlines.

## What I can offer you...

### Personal skills:

Adaptable, organised, self-motivated, deadline oriented, creative

### Working skills:

Design & production – from concept to print  
Writing/proofreading  
Supervisory experience

## Technical skills:

InDesign

Illustrator

Photoshop

Dreamweaver

HTML/CSS

Web design (studying)

MS Office

Quark Xpress

## What I want...

**Challenges!** I like to always be learning something new

References available

Work examples at

[www.hmartino.com](http://www.hmartino.com)

## Other interests

Art

Reading

Live music

Calligraphy

Mar 14 – present

### Martino Designs

- Formatting and uploading of analytics, magazine layout and online research for Thomson Reuters
- Design projects for various clients
- Private teaching of Adobe software use

Sep 04 - Mar 14

### Kids Dailies/Stepmax

**Design Manager:** Production/design/proofreading of children's daily newspapers, books, website and promotional items. Supervision of junior designers

Jan 05 - Jan 10

### eatdrinkhongkong.com

**Partner:** Partnered on creation and all content of restaurant review/listings website

Apr 99 - Sep 04

### Martino Designs

- Design/production of magazines, books and promotional items. Clients included PPP Company (*HSBC Guide to Cash and Treasury Management*); Economist Group (*CFO Asia*); and *Basis Point*
- Writing/layout of TV page for *South China Morning Post*
- Research/writing for Asia Business Briefing daily newsletter
- Web design for Paradigm Training, iglobistics.com, furnitora.com, CFO Asia and Hewitt Quarterly

Aug 98 - Dec 98

### NSW Department of Mineral Resources

**Contract Designer:** Design/production of magazine, annual reports, corporate plan and educational materials for Australian government department

Nov 97 - Feb 98

### EFP International

**Project Contractor:** Design/production of picture-book - *Asian PGA Yearbook*

Jun 96 - Nov 97

### Nomura International

**Production Officer:** Proofreading, layout and production of economic and company reports and presentations for Japanese investment bank

Feb 96 - Jun 96

### Carpe Diem Publications

**Freelance Designer:** Layout/proofreading for BC magazine (entertainment listings)

Jul 94 - Feb 96

### TSI Limited

**Production and Administration Manager:** *Asia Risk Manager* (now *Finance Asia*) magazine start-up. Design/production of financial publication and promotional literature for clients. Responsible for print buying and dealing with suppliers and advertisers, administration and accounts

Aug 93 - Jul 94

### Swift Recruitment/Kelly Services

**Temporary:** Various posts, accounts, secretarial, administration

Oct 88 - Jul 93

### Elf Oil

**Analyst:** Working on budgets, forecasts and reports. Joint responsibility for development and implementation of sales forecast system / **Marketing Assistant:** Evaluation/processing of new business, pricing for major customers, dealing with enquiries / **Pricing Assistant:** Secretarial and administration duties