

# Polly Cummings

*Digital Designer currently combining practise, professional studies and caring responsibilities*

*Special interest in and further professional study undertaken in UX Design & Accessibility*

*10+ years experience of client-relationship and web/digital project management*

*Highly motivated and keen to develop both personally and professionally*

## Technical/Professional Skills and Experience

- Skilled Mac/PC user with excellent working knowledge of Adobe CC: Illustrator, Photoshop, Dreamweaver, MS Office, Slack, Miro, Social Media platforms, Google Analytics
- Good working knowledge of web publishing platforms/CMS; WordPress, WiX
- Working knowledge of Sketch, Figma and InVision prototyping and wire framing tools
- Working knowledge of HTML5, CSS3 & responsive design following W3C standards
- Good working knowledge of WordPress page-builders; configuration of themes, plugins
- Working knowledge of html emails and mass mailers; Mail Chimp, Campaign Monitor
- Good knowledge of UX design, user-centred design & WCAG accessibility best practice
- Experience of conducting user research, usability labs, feedback gathering/analysis
- Knowledge of current design approaches, such as sprints and agile methodologies
- Able to interpret briefs and apply skills and knowledge in development of ideas
- Strong formal design skills and understanding of visual language
- Excellent sketching, colour, composition and typography skills

Please visit: [www.pollinatecreate.co.uk](http://www.pollinatecreate.co.uk) to view my portfolio and digital projects, including live client websites built in WordPress and WiX, together with the latest projects developed through my UX studies. Included are examples of user research, user personas, user stories, user-flows, wire-framing and prototyping in order to demonstrate my process and the thinking behind my decisions.

My LinkedIn profile also lists my educational and professional achievements, and skills:

[www.linkedin.com/in/pollycummings](http://www.linkedin.com/in/pollycummings)

## Education, Training & Qualifications

|              |                                                                               |
|--------------|-------------------------------------------------------------------------------|
| 4/21 - 06/21 | UX Bootcamp - Coders Guild                                                    |
| 5/18 - 11/18 | UI/UX Design Introductory Course - Career Foundry                             |
| 9/15 - 12/15 | Adobe Certified Pro Training: HTML5, CSS3 - Xchange Training                  |
| 9/01 - 5/02  | Web for Designers - Adobe Creative Suite & HTML - Leeds Met University        |
| 9/99 - 7/00  | PGCE (Art & Design Teaching) Passed with Commendation - University of Leeds   |
| 9/93 - 7/96  | Bachelor Of Design with honours - Awarded 2:1 - Liverpool Hope University     |
| 9/92 - 7/93  | Pre-BA Diploma: Art & Design - Awarded Merit - Leeds College of Art & Design  |
| 9/84 - 7/88  | GCSEs grade B - C in 6 subjects incl. English, Maths & Art - Lawnswood School |

## Employment History

**7/07 to Date**      **Freelance Digital Creative/Web Designer** - See page 1

**9/05 to 6/07**      **Tutor of Art, Design & Multimedia - Thomas Danby College, Leeds**

Teaching on BTEC Level 1 & 2 foundation level courses, post-16 and adult learners. Experience of planning, delivering and assessment of learning, tutoring students, organisation of resources.

**1/05 to 6/05**      **Supply ICT Teacher - Select Education plc, Leeds**

Teaching ICT to Key Stages 3 & 4 in a mixed comprehensive high school, including form tutoring.

**12/02 to 12/04**   **IT User Support/Systems Administrator - Q-Park Limited, Leeds**

Reporting to the Group IT Manager of the same car-parking organisation as before in a newly created role. I gained promotion to this role having successfully put forward the idea in order to meet future business objectives. As a direct result of my success in this role an increase in productivity was measured at both local and group level as this enabled the Group IT Manager to focus on group systems and network development. Assisting the IT Manager with daily systems admin and network resource management, often deputising in his absence. Providing 1st-line user support to local-office and remote users in a Windows network environment. Resolving user issues, and providing user support in accessing network resources, creating new user permissions for file, email and server access, new user account and mailbox configuration. Fault logging and escalation management. Liaising with third-party consultants on network, server and security issues. Responsible for updating of the UK website and assisting in the development of a local intranet.

**7/02 to 12/02**    **PA & Office Manager - Q-Park Limited, Leeds**

Initially a temporary role supporting the UK Finance Director (FD) of large pan-European car parking group. Providing PA support to the FD, including administrative support in relation to Board matters and statutory corporate requirements. Assisting on strategic projects such as the refinancing and reorganisation of the group. Line management of the Office Assistant/Receptionist. Ensuring the smooth running of the office, reception and common resources. Providing backup support to the UK IT Manager with user support and systems administration. I identified the need for the ad-hoc IT user support/system admin to be developed into a full-time role so that I could deputise more effectively for the IT Manager who was becoming more involved at Group level. I gained promotion to the role that was created for me and spent the next two years performing it with measurable success.

## About Me

Married, mum of two, carer to daughter with SEND, animal friend, kitchen dancer, music geek/vinyl collector, festival-goer, anime fan, true crime TV binge-er, collage artist, mid-century object collector, YouTube/podcast addict, Yorkshire Tea/G&T drinker, football nerd/match-goer, LUFU Supporter.

Full driving licence holder and car owner.

References and professional testimonials available on request.