



# OLIVIA HADDOW

## DESIGNER

### ABOUT ME

**As a designer** I enjoy the process of researching and giving my projects a purpose. Creating environments that benefit individuals and the wider community. It is a passion of mine to engage with people and the community as part of my research to further my knowledge and use to fuel my design projects. I enjoy using graphics and type faces to enhance my work and create a visual identity. I have extensive experience using design software such as Adobe Creative Cloud. I appreciate all aspects of the design process with a keen eye for detail. I am genuinely enthusiastic about design and I am passionate about what I do and the work I produce.

### KEY SKILLS

Microsoft Office

Adobe Photoshop

Sketch up

Procreate

Adobe InDesign

Auto CAD

Adobe Illustrator

Adobe After Effects

Adobe Premier Pro

Sketching

Model Making

Graphic Design

Photography

### AWARDS

Arts Thread Global Design Graduate Show 2022 Short listed  
Product Architecture Interiors category.

Winning Exhibition Design- Dundee Tapestry Live Project  
September 2021 - Present (Built summer 2023)

IE Interior Educators 2022 Awards nomination for:  
- Diversity, Equality and Inclusion Award  
- Interior Futures Award

### EDUCATION

Duncan of Jordanston College of Art and Design  
Dundee University

2018 - 2022


BDc (Hons) Interior and Environmental Design  
First Class Honours

Beath High School

2012 - 2018

### CONTACT DETAILS

 oliviahaddow.design@gmail.com

 07827591050

 Instagram | @oliviah\_arts

 LinkedIn | Olivia Haddow

# WORK EXPERIENCE

## Sales Agent- Copart Direct December 2022-Present

Call handling	On a daily basis I take calls from customers looking to sell their vehicle. This involves handling the call respectfully and doing the best I can to accommodate every customer.
Communication	Talking to each customer allows me to generate the information needed to relay back to my evaluators to generate a quote . This requires great communication skills both verbally and written.
Accuracy	Collecting the correct information is important to allow for an accurate evaluation. Taking customer bank details also involved great accuracy to insure funds are transferred correctly.

## Exhibition Designer - Verdant Works Dundee Tapestry Project September 2021-Present

Team work	Work in a group dynamic to produce successful and innovative exhibition layouts and ideas.
Communication	Communicate with both group and client to collaborate and finalise ideas/time scales.
Problem solving	Work around any issues that arise by collaborating with the team and client to come up with alternative solutions.
Inventory management & Product knowledge	Research material costs and availability along with testing materials durability.

## Kitchen Designer- Wren Kitchens May 2022-December 2022

Professionalism	While providing a kitchen design service I must remain professional and welcoming to <u>all clients</u> insuring the environmental is clean and safe for everyone involved.
Friendly & approachable	The role requires face-to-face interactions with clients meaning its important to remain approachable. Building a relationship with the customer is crucial in the design process.
Knowledge and Understanding	It is important to have product knowledge about the service your providing and the designs your producing. Understanding the needs and wants from your customer is important in designing the best possible kitchen for your clients in keeping with their budget.

**Foodbank Volunteer - Dunfermline Foodbank**  
**March 2018 - January 2022**

Professional	While providing hospitality I must remain professional and welcoming to all clients ensuring the space is clean and safe for everyone involved.
Friendly & approachable	The role requires face-to-face interactions with clients who may be feeling vulnerable and uncomfortable meaning its important to remain approachable.
Interpersonal skills	Talking to the clients and fellow volunteers is crucial in the running of the foodbank. Finding out the wants and needs from the clients for their food packages is essential.


**Customer Assistant - Asda Dunfermline**  
**June 2018 - June 2022**


Customer service & Care	Through providing shop floor and cash point service to supermarket Customers.
Time management & Punctuality	By managing a flexible shift pattern and managing workload during Individual and team tasks.
Communication	Communicating effectively with colleagues, managers and customers to provide excellent customer service and share ideas.


**Media Technician Volunteer - Beath High School**  
**August 2015 - August 2018**

Flexibility & Adaptability	I rearranged my schedule that suit the clients needs and helped arrange parties and discos at short notice.
Listening Skills	Ability to listen to instructions while setting up lighting and sound equipment to ensure the safety of everyone involved.

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