

# Justin Michael Scott

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## **Personal Statement**

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Highly motivated, ambitious and flexible. Able to meet various objectives in and out of the working environment and enjoy new challenges. Capable of making decisions and solving problems as an individual and as part of a team.

## **Key Skills**

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- Excellent IT Skills in Microsoft Office Suite, Mac, Adobe, and other office programmes
- Extensive understand of databases and ability to analyse
- Keen eye to detail and thoroughness
- Professional communication skills on all levels
- Advanced problem solving
- Experience and target driven
- Clean full UK drivers license

## **Employment History**

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### **Personal Care Worker.**

**2010-2012**

Caring for ailing parent as a full-time carer.

### **CEX Ltd, Watford.**

**Oct 2007 – May 2010**

#### **Role: Customer service/ Trainer.**

- Assisting managing high street stores and web based support centre for over seventy stores internationally.
- Planning product ranges and preparing sales and stock plans in conjunction with buyers.
- Managing, training and supervising junior staff.
- Liaising and networking with a range of stakeholders, e.g. customers, colleagues, suppliers and partner organisations.
- Communicating with target audiences and managing customer relationships
- Maintaining and updating customer databases.

### **Acer, UK.**

**Nov 2005– Oct2007**

#### **Role: Marketing Assistant.**

- Communicating with target audiences and managing customer relationships.
- Maintaining and updating customer databases.
- Organising and attending events such as conferences, seminars, receptions and exhibitions.
- Sourcing and securing sponsorship.
- Supporting the marketing manager and other colleagues.
- Arranging for the effective distribution of marketing materials.
- Evaluating marketing campaigns.

**Rising Tide Trust, Hackney.****Aug 2004 – Oct2005****Roles: Media Officer.**

- Raising and maintaining the positive profile of the Rising Tide Trust through a wide range of opportunities, including press, advertising, internet, local authorities, and national courses.
- Acting as the main Communications Officer for the Board, ensuring that systems are in place to communicate all important issues to both association and individual members.
- Development and production of the newsletter.
- Working with appropriate Executive Committee Members to promote the teaching of art in schools.
- Sourcing advertising opportunities and placing adverts in the press (local, regional, national and specialist publications) or on the radio (depending on the organization and the campaign).

**Software Knowledge**

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Suite, Softimage. 3D Studio Max, In Design, Poser, Corel Draw, Studio Pro, Image Ready, Maya, Flash, Auto and Final Cut Pro.

**Academic History**

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**BA Pass Hons Digital Art with Digital Animation****Sept 2000 – May 2004**

Main Modules: 2D/3D Animation, Website construction, Video game design, Programming, Storyboarding Video producing & editing.

Thames Valley University

**Graphic Design NVQ Level 2****Oct1999 – Aug 2000**

Hammersmith & Fulham Business Resource

**A level Art and Design****Sept 1995 – June1999****GCSE including English, Maths and Science**

Northolt High School

**Hobbies and Interests**

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- Playing Golf, Football & Basketball
- Working out and keeping fit.
- Joint design and building customised cars. (Car enthusiast).
- Researching up to date software/hardware and attending live promotional events.

**References available on request**

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