

Experience

Picture Editor • SWNS • Full-time

Mar 2023 - Aug 2025 • 2 yrs 6 mos • Bristol, United Kingdom • Hybrid-remote

- Choosing the most relevant and impactful images from various sources, including staff photographers, freelance contributors, and user-generated content, to illustrate news stories and features.
- Edit and process images using photo editing software, ensuring they meet required quality standards and that their authenticity is verified.
- Retouching, colour correction, and manipulation of images for PR clients.
- Managing image files and metadata, ensuring they are properly captioned, organised, and distributed to news publishers and other clients.
- Understanding and adhering to legal requirements related to photography, including GDPR, copyright, libel, and the IPSO Editors' Code of Practice.
- Liaising with clients—including newspaper editors—to fulfil their picture needs.
- Scheduling & coordinating photoshoots and manage staff photographer diaries.
- Overseeing operation of the picture desk during weekend shifts.
- Streamlining image management, workflow and training editors in new techniques.
- Collaborating with colleagues, including editors, reporters, and video editors.
- Monitoring usage of content and enter data into CMS for billing.
- Graphic design for documents, graphic assets, sales decks, presentations, Mailchimp, LinkedIn, digital content, and other design-based solutions.

Photo Retoucher • Colorfoto • Contract

Oct 2022 - Dec 2022 • 3 mos • Cardiff, United Kingdom • On-site

- Retouching and colour correction of digital images.
- Adjusting colour balance, contrast, and brightness to optimise image quality.
- Organising and managing image files, including Lightroom catalogues.

Graphic Designer • Freelance

Sep 2016 - Aug 2019 • 3 yrs

- Managing design projects from concept to completion.
- Creation of graphic communications for applications from print to digital design.
- Utilising design software including Adobe Photoshop, Illustrator, and InDesign.
- Design and management of websites via Wordpress and Squarespace.
- Ensuring work aligns with brand guidelines and maintains a consistent visual identity.
- Pitching designs to clients and making revisions based upon feedback.
- Staying up-to-date on current trends and software.

Digital Design Intern • S3 Advertising Agency • Internship

Feb 2018 • 1 mo • Cardiff, United Kingdom • On-site

- Working within an intern team to deliver market research, concept design and an implementation strategy for a branding brief.

Education

University of South Wales • Sep 2019 - Jul 2022

Bachelor of Arts - BA, Documentary Photography • 1st Class Hons

University of South Wales • Sep 2013 - Jul 2016

Bachelor of Arts - BA, Graphic Communication • CertHE

Photography Skills

Creative Direction
Medium Format
Full Frame
Drone
Studio & Location Lighting

Editing Skills

Adobe Photoshop
Adobe Lightroom/Camera RAW
Adobe Premiere Pro
Adobe Bridge
FotoStation
Post-Processing & Retouching
Metadata

Design Skills

Adobe InDesign
Adobe Illustrator
Digital
Print
Web incl. HTML, CSS, UI
Microsoft Powerpoint
Mailchimp

Tech Skills

macOS
Microsoft Excel; Word; Teams
CMS
Quality Control

Clerical Skills

Project Coordination
Diary Management
Research & Writing
File & Archive Management
Data Entry
Customer Service

Industry Knowledge

Branding
Graphic Communication
Documentary, News & Journalism
GDPR & Copyright

Courses

IPSO Editors' Code of Practice
CAA Drone/Model Aircraft Code



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