

EMPLOYMENT HISTORY

June 2000 to October 2008 - Planet Retail (part of Emap Limited)
<http://www.planetretail.net>

Web & Graphics Designer with 8 years experience working at Planet Retail, a leading provider of global retailing information in London, United Kingdom. I was in charge of designing the company's image and brand. I produced and maintained the design of the company's internal and external websites, graphics, client-facing publications, and marketing materials. I produced outputs in print and electronic media, including catalogues, brochures, posters, banners, client reports and presentations, CDs, e-alerts, and PDF documents.

Highlights of my achievements include:

- Design of the Planet Retail logo – I personally created the logo.
- Redesign and launch of Planet Retail web site – I designed the web site's look and 'feel' in terms of layout and colour scheme, working closely with the IT team during its implementation.
- Company office move to the Emap building – I designed the ca 20' x 10' mural now used on the new site, a key feature of the company's new interior design.

These achievements and my daily role make use of my strong creative talents. My strong technical skills in graphic design and image editing includes good knowledge of Dreamweaver, Fireworks, Flash, Photoshop, Illustrator, InDesign and PowerPoint.

In addition to the above, on performance reviews, my good personal skills have also been recognised. I work well with a variety of personalities at different levels of seniority; this includes senior business developers who are often facing deadline and uncertainty pressures. My personal skills also assist me in communicating and negotiating with the company's external publishers throughout the document production process.

[January to June 2000 – various temporary administrative posts shortly after moving to London from York.]

February 1997 to January 2000 - BT (British Telecom)

Personal Assistant/Application Support at Job Management division of BT in Oxford. I provided administrative and software support as directed by the Unit Manager. Main duties involved arranging meetings, compiling performance statistics, inputting timesheets and maintaining the company's contract system. The ability to organise my time and company information to produce accurate work of a high quality was an integral part of the job. This called for a high degree of self-reliance and motivation. I was also responsible for dealing with enquiries from customers, keeping them informed of progress and negotiating appointments as required. I was also responsible for supporting members of staff (20) regarding computer software applications. Effective communication and good interpersonal skills were also key to the position.

July 1996 to December 1996 - York City Council

Personal Assistant/ Administrative Assistant to Town Planners in the department of Development Control. I was responsible for producing, organising, and maintaining correspondence, memos, and reports to Council Sub-Committees. I used strong personal skills frequently as I had regular contact with senior officers, councillors and the general public.

June 1995 to September 1995 Civil Engineering Design Group

Administrative Assistant/ Typist - Providing administrative and typing duties to this York-based company's engineers .

EDUCATION & TRAINING

University

1991 - 1996 University of Newcastle-upon-Tyne
BA in Town and Country Planning
Diploma in Town and Country Planning
1986 - 1990 Mara Institute of Technology, Malaysia
Diploma in Town and Regional Planning
Certificate in Town and Regional Planning

School

1981 - 1985 Cochrane Road School, Kuala Lumpur, Malaysia
Certificate of Lower Education and Certificate of Malaysian Education

COMPUTER SKILLS

Windows 2000/XP, Word, Excel, Powerpoint, Outlook, Publisher, Paintshop Pro, Dreamweaver, Flash, Fireworks, InDesign, Photoshop, Illustrator.

REFEREES

Valerie Blouin, Founder, Planet Retail Ltd
Greater London House, Hampstead Road, London NW1 7EJ
Tel : +44(0)7876760488

Afzal Valiji, Head of IT, Planet Retail Ltd
Greater London House, Hampstead Road, London NW1 7EJ
Tel : +44(0)2077284940

ADDITIONAL INFORMATION

Free-lance web and brand design: see www.ningcatering.com, and www.nikaramli.com
Hobbies and interests include: fitness (gym, badminton), cooking, and foreign travel on holidays.



PERSONAL DETAILS

Name

Yosri Yunos

Nationality

Malaysian

Online Portfolio

<http://www.yosrie.com>