

Galina Malareva

Creative Graphic Designer | DTP-er | Project Coordinator | Production Artist

 <http://galatea.studio>

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Professional Profile

A highly skilled and richly experienced creative graphic designer, able to use a wide range of software and systems to produce work of the very highest quality. Adept at all aspects of desktop publishing, web design, graphics, packaging, video editing and subtitling, confident to use her own creativity and initiative or to follow detailed specifications as required. Combines exemplary practical design skills with a powerful creative vision – demonstrated by a strong portfolio of work built up during a varied and successful career. Renowned for handling complex projects with efficiency and flair, either independently or as part of a team, able to prioritise, multitask and meet tight deadlines. Many years' experience working on multilingual projects, proven to communicate well with people at every level in business and happy to share her knowledge and skill. Driven, enthusiastic and committed to producing accurate, creative and impactful work that delights, inspires and exceeds expectations.



Career Summary

2016 – Present

 Freelance Graphic Designer/DTP-er
 Galatea Studio, Amsterdam, Netherlands



- Developed a strong reputation for producing quality work in a range of media and several different languages
- Handled video making and editing, including adjusting texts, creating graphical effects and processing video materials
- Provided a high-quality titling/subtitling service
- Carried out a variety of visual design work, including creating new graphical layouts, sourcing and developing images, and preparing materials for publication in different languages
- Helped to develop and process packaging designs
- Created custom styles in a range of media to suit clients' specific needs
- Provided a full photographic service including retouching, processing and adding special effects

2017

 Senior Graphic Designer/DTP-er
 MediaMoments Print and Production B.V., Hilversum, Netherlands

- Created and developed many advertising materials – banners, flyers, cards etc – ready for printing and online use, managing several major projects simultaneously for clients like Calvin Klein, Coach, Linklaters and Hackett
- Handled the process improvement of graphical layout creation, the making and processing of visual elements, typesetting and desktop publishing, working in several different languages


2016 – 2017

 DTP Operator
 Oxford Conversis Ltd, Bicester, UK

- Worked on a wide range of products – booklets, brochures, folders and more – in print and online
- Made and edited videos, creating video elements, graphical effects, text effects, titles and subtitles in more than 60 languages, including Asian and Middle Eastern languages
- Completed projects for clients including Canon, Danone, Barclays, AstraZeneca and Eli Lilly and Co.

2013 – 2015

 DTP Project Coordinator / Team Lead

 Maruboshi Europe, Amsterdam, Netherlands

- Helped to reorganise key elements of the production process, leading to improved product quality and higher levels of customer service
- Coordinated and supervised, DTP-ed and prepared for pre-print a number of complex projects, communicating with a range of clients as well as colleagues in different departments – managers, translation, DTP etc – and freelance workers, finding solutions to any issues that arose
- Managed the preparation of quotes and seized new business opportunities for the DTP department
- Developed ePub formats for iPads and Smartphones
- Worked for clients including Nissan, Toyota, Renault and Forklift

2011 – 2013

 Senior Graphic Designer / Production Artist

 Quadriga Art International, Amsterdam, Netherlands

- Led a number of successful projects, helping to create and develop visual designs for a range of purposes
- Tasked with creating and presenting packaging designs, then seeing the process through to the final printed product stage – working for clients including Unicef, Shepherd Center and various donation companies
- Managed teams of colleagues, liaising closely with clients, other departments and branches in different countries
- Took charge of monitoring project deadlines and output quality to help deliver successful results

2010 – 2011

 DTP Specialist

 International Software Products B.V., Amsterdam, Netherlands

- Led the typesetting and desktop publishing of materials in many different formats and languages, including Asian and Middle Eastern, preparing files for translation and final pre-printing

2009

 Creative DTP Specialist

 DataCount B.V. (Precisio, DataCount, Govi, Datateam, O'Neill), Amsterdam, Netherlands

- Handled the creation and DTP processing of an O'Neill fashion catalogue
- Produced high quality advertising layouts, company brochures and documents, logos and labels

2007 – 2008

 Creative DTP Specialist

 Edisport S.P.A., Milan, Italy

- Took charge of the DTP processing of three monthly sports magazines
- Created new graphical layouts, edited photos and processed images ready for publication

2005 – 2007


 Graphic Designer / Creative DTP Specialist

 Pagine Utili S.R.L., Milan, Italy

- Led the DTP processing of the 'Pagine Utili' catalogue
- Handled a range of packaging designs, websites and professional advertising materials



2003 – 2005

 Graphic Designer / Creative DTP Specialist

 Various freelance projects in Milan, Italy

- Completed a variety of projects including 2D and 3D image creation, pre-print processing, advertising design, fashion photography, packaging and website design



1993 – 2000

 Manager, Banking
 Joint-Stock Commercial Bank


- Supervised database operations using a number of different systems
- Handled all aspects of account management
- Contributed to the monthly and yearly reporting process, helping to collate and analyse key financial and performance data

Education



2016

 Project Management Professional (PMP): Certificate of Completion (91%)
 Vizual Coaching, London



2014 – 2015

 Art Director, NIMA Communicatie-A, Copywriter, Graphic Designer
 Laudius, Netherlands



2002 – 2003

 DTP, Graphic Design, Assistant Fashion Photographer
 Bauer School of Design, Milan

1993 – 1995

 Diploma with Honors: Enterprise Accounting and Control
 The Irkutsk Correspondence Technical School, Russia

1988 – 1993

 Master's Degree: Applied Mathematics
 The Irkutsk State University, Russia

Competencies

Skills

EXPERT in: Adobe Photoshop CC, Adobe Illustrator CC, Adobe Indesign CC, Adobe Framemaker, Adobe CC, Adobe After Effects CC, Adobe Animate CC, Adobe Flash, Adobe Premier Pro, Character Animation, Quark Express, MS Office

EXPERIENCED in: CorelDraw, Adobe DreamWeaver, Maxon Cinema 4D, HTML code, Javascript

Languages

Mother Tongue: Russian

Fluent in: English, Italian, Dutch

References

Available on request