

PERSONAL INFORMATION

Martin Paul Mayhew

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Nationality British, Croatian

PERSONAL STATEMENT

An effective production worker with 20+ years' experience of printing, personnel management, client liaison, media techniques, communication, design, multi-tasks, travel writing, editorial, translation, proofreading and magazine work. Living and working in Croatia since 2003. Works well within a team and also on own initiative with an eye for detail. Enjoys a challenge and seeing projects through to completion.

WORK EXPERIENCE

30/11/2003–Present

Translator

Freelance, Rijeka (Croatia)

- freelance Croatian to English translator
- proofreader
- copywriter
- graphic designer

01/05/2005–30/12/2005

Graphic designer

Lambert print Ltd, Rijeka (Croatia)

- graphic designer
- prepress technician
- film / platemaker

01/07/2002–01/11/2002

Production Manager

Gemini Press Ltd, Shoreham by Sea (United Kingdom)

- management of production department
- personnel management - 6 staff
- liaison with other departmental managers re work schedule, work-flow
- chairing daily departmental meetings
- client contact

01/03/1999–01/06/2002

Production Assisstant

Civil Service Motoring Association, Brighton (United Kingdom)

Editorial duties:

- editing and formatting supplied copy
- source photographs/images, liaising with photo libraries
- image scanning and archiving
- chasing copy

- creating paginations
- writing regular travel articles

Production duties:

- liaising with printers, print management company, mailing house and paper suppliers, design studio advertising and marketing companies
- buying smaller print (stationary, promotional items, events' brochures etc.)
- ensuring that proofs are approved, checking colour proofs and final films.
- image scanning, correcting and formatting
- scheduling, production deadlines (production scheduling for forthcoming year) and chairing production meetings internally and externally.

01/05/1995–01/03/1999

Production Co-ordinator

Gemini Press Ltd, Shoreham by Sea (United Kingdom)

- client liaison - account handler
- coordinating all print production processes

01/04/1987–01/04/1992

Printroom Assistant

Elwick, Grover, Aicken Partnership, Brighton (United Kingdom)

- darkroom operator
- film planner
- plate maker
- guillotine operator
- general printroom duties / stock taking

EDUCATION AND TRAINING

01/09/1992–30/06/1995

City & Guilds certificates 524 and 7790

Brighton College of Technology, Brighton (United Kingdom)

City & Guilds: Printing & Graphic Communications (524)**City & Guilds:** Media Techniques (Radio & Journalism Competences 7790)

01/09/1979–30/06/1985

Secondary school education 'O' + 'A' level

The Littlehampton School, Littlehampton (United Kingdom)

'O' levels passed

Maths
English Language
French
German
History
Geography
Physics
Art
Art & Design (Printmaking)

'A' level passed

Art

18/03/2008–09/10/2008

Croatian language for foreigners - certificate

Narodno Učilište, Rijeka (Croatia)
6 months' course in Croatian language.

PERSONAL SKILLS

Mother tongue(s) English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Croatian	C2	C1	C1	C1	C1
Croatian language for foreigners certificate					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- excellent communication skills due to many years client liaison and account handling within print and media positions.
- excellent language skills due to living in Croatia, translating, speaking in everyday life.

Organisational / managerial skills

- excellent managerial skills with 3 years experience of working in production department of large and successful printing company.
- excellent organisational skills from working in a very busy editorial department as production assistant for a very large monthly, national magazine in the UK.

Job-related skills

- organisational skills of outdoor events acquired during editorial work at a national magazine.
- training and instruction of YTS students in printroom duties.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital competences - Self-assessment grid

Microsoft Office
Adobe InDesign, Photoshop
Wordpress
Wordfast Classic

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 Mother tongue(s)
English

 Other language(s)
Croatian

Croatian				
Self-assessment of language skills				
UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C2 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user
Certificates and diplomas				
Title	Awarding body	Date	Level*	
Croatian language for foreigners certificate	Narodno Učilište, Rijeka	09/10/2008	B1	
Linguistic and intercultural experience				
Description		Duration		
Using languages at work: I am an experienced, published and self-employed Croatian to English translator, who has lived in Croatia since 2003.		30/11/03–Present		

* Indicate level of the Common European Framework of Reference (CEFR) if specified on certificate or diploma.
The Europass Language Passport is part of the European Language Portfolio developed by the Council of Europe (www.coe.int/portfolio).

Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction]	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

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