

Dominic Black

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Professional Profile

Experienced creative, production, and customer-focused professional with a background spanning design, publishing, project management and extensive voluntary work. Returning to the workforce after a long period as a full-time carer, bringing over 40 years of transferable skills including communication, organisation, digital production, and client service. Reliable, adaptable, and highly team-oriented with a strong work ethic and calm approach under pressure.

Key Skills

- Graphic & production design
- Customer service & client liaison
- Team coordination & scheduling
- Web & digital skills (AI, HTML5 / CSS3)
- Administration & document management
- Research & online investigation
- Audio recording & transcription
- Time management & deadline delivery

Experience

House-Husband / Volunteer & Freelance Work — Edinburgh (2008–2025)

- Provided long-term full-time care while maintaining extensive voluntary, creative, and freelance activity.
- Poster and visual design for **Granton Community Gardeners**, supporting community campaigns and events.
- Volunteer van driver, **Empty Kitchens Full Hearts**, assisting food redistribution.

- Volunteer, **Western General Hospital** – PPE distribution and patient support, including assisted café visits.
- Freelance web design using HTML5/CSS3 with regular client communication and iterative updates.
- Office support for **Transmind** – document preparation, audio transcription, scheduling, and client updates.
- Online fraud investigation and research for clients, producing written reports including identification of an international crime syndicate.
- Active PTA member – event planning, task allocation, cash-flow handling, and successful delivery of large community events.
- Ongoing study of 3D design using **Blender** via GameDev.tv and Udemy.
- Booklet production and daily cartoon layout for annual publications.
- Audio recording of daily readings for regional Anonymous groups.
- Full household management, logistics, and scheduling over many years.

Decorator / Owner-Operator — Decorating Services, Edinburgh (2007)

- Managed all aspects of small decorating business including estimates, procurement, scheduling, and delivery.
- Maintained daily client communication, adapting scope and timelines while completing work on time and to budget.

Designer — Cashman Bell, Edinburgh (2006)

- Produced wireframe and webpage designs for catering suppliers transitioning from print catalogues to online platforms (CEDA Group).
- Assisted Head of Design on catalogue production, including extensive image preparation for print.

Head of Studio — Newsquest, Kendal (2004)

- Liaised with Editors and Production Heads across four weekly titles, managing inserts, pull-outs, and special publications.
- Provided holiday cover on the *Lancaster & Morecambe Citizen*.

- Supervised studio and pre-press workflow, managing in-tray and deadlines.
- Acted as primary client liaison for key publications including the CLA quarterly magazine.
- Redesigned quarterly magazine *Limited Edition* and enforced house style consistency.

Studio Designer — Newsquest, Kendal (2003)

- Designed and amended quarter- to full-page advertisements under tight deadlines.
- Maintained production schedules and quality standards.

Typesetter / Designer — Newsquest, Kendal (2002)

- Set classified and display advertising.
- Designed and produced booklets for caravan parks.
- Delivered consistent output under daily deadline pressure.

Salesman / Sales Manager — Search Engine Solutions, Lancaster (2001)

- Generated new business through cold calling and follow-up proposals.
- Managed a sales team of five, tracking targets, conversion rates, and performance trends.

Decorator — Lofthouse & Sons, Lancashire (2000)

- Worked within a two-person team on private residential projects.
- Delivered work to agreed schedules and client expectations.

Designer / Customer Services — Ireland & Preston (1999)

- Designed EU Leader Group publication (Cavan Branch).
- Customer service and fraud investigation role for Littlewoods debt collection.

Designer — Chequered Flag, Los Angeles, USA (1997–1998)

- Collaborated with business owner on full dealership brand overhaul.
- Oversaw artwork across buildings and managed a six-person team during business expansion.

Project Manager — Links Marketing (IMG), London (1994–1996)

- Managed daily draw sheets for IMG golf events in coordination with tournament directors.
- Liaised on programmes and print materials production.
- Coordinated client print work for brands including Diageo, Alfred Dunhill, and Player Club.

Studio Assistant — Blakebeck, London (1992–1993)

- Assisted Creative Director on two publications.
- Led production on annual title, liaising with companies, checking data, and typesetting.

Education & Qualifications

Dip CIM – Advertising Executive

Watford College, Hertfordshire (1989–1990)

Additional Information

- Eligible to work in the UK