

BONNY JENNINGS

Personal details

9 Lowndes Rd Bryanston, South Africa
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South African

Capabilities

Graphic Design

- Producing pamphlets, mass marketing and campaign materials, brochures, posters, manuals, books, annual reports, business cards, letterheads (conceptualising, developing and implementing of designs using appropriate software packages including Adobe Photoshop, InDesign and Illustrator)
- Developing or sourcing appropriate images to illustrate the text (overseeing professional photographer, overseeing graphic artist, sourcing images from a range of image libraries).

Publications Co-ordination

- Producing monthly newsletters (planning, commissioning articles, writing, layout, print management)
- Producing occasional publications (production management, formatting and design, print management, marketing)
- Producing annual reports (planning, compiling, layout and managing writers, editors and proofers and printing)
- Producing publicity and campaign media (production management, liaison with graphic designers, printing management, writing and editing)
- Producing training manuals (researching writing and design of facilitation notes and participant activities in the context of South African Local Government) (design and layout of any other manuals including print management).

Project Management

- Managing multiple simultaneous projects from the planning stages through to the final evaluation stage
- Inputting into budgets, overseeing and monitoring accounts
- Managing time and meeting deadlines
- Managing project and administrative staff
- Compiling Funding reports

Education

Bachelor of Arts, University of the Witwatersrand, 1989. Majors: History and Geography, other subjects: Fine Art, Sociology, Economic History.

Matriculation certificate, St Mary's High School, Johannesburg, 1984. English (HG), Afrikaans (HG), History (HG), Mathematics (SG), Art (HG) Geography (HG) (C average, University exemption).

Work Record

September 1998 – Present Managing Member: ITL Communications & Design cc

ITL Communication and Design - a young dynamic communication and design house - was established in 1998 and registered in 2000 to enhance the profile of organisations by producing high quality communications media. ITL provides Government, donors, development consultants and corporate social responsibility practitioners with an integrated creative design and content solution.

Responsibilities include:

- Campaign management
- Conceptualisation, layout and design
- Writing and content development
- Project management and administration
- Managing the production process including content development, photography, artwork, reproduction, printing, copy writing and editing

October 1997 - September 1998 PA to the Executive Director: *South African National NGO Coalition Kumi Naidoo*

Sangoco is an umbrella body of South African non-governmental organisations. In addition to its work around the promotion of a pro-poor social, economic and development policy, the Coalition represents the NGO sector at an institutional level to promote a environment for NGOs and to strengthen and consolidate the sector.

Responsibilities included:

- Handling of all correspondence of the Executive Director
- Co-ordination of NGO Week
- Maintenance of Executive Director's diary
- Liaison with funders
- Liaison with board members of the organisation, staff and member organisations

January 1992 – September 1997 Designer: *Mollink Designs (Self-employed)*

- Design and printing of fabrics

References

DAVID EVERATT THE GAUTENG CITY-REGION OBSERVATORY (DIRECTOR)

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