

# TIMO LEHTONEN

Creative and Designer specialized in accessibility



## DETAILS

### PHONE

+358 44 537 2633

### EMAIL

lehttim@gmail.com

## LINKS

[My website \(lehtosentimo.fi\)](http://lehtosentimo.fi)

[LinkedIn \(in/lehtonentimo\)](https://www.linkedin.com/in/lehtonentimo)

## SKILLS

Creativity

Front-End Development

Graphic Design

People Skills

Photo & Videography

Service Design

Social Media Marketing

UX Design

Web Accessibility

## EMPLOYMENT HISTORY

### Publications Coordinator, Prime Minister's Office

Mar 2023 —

My responsibilities include the layout, visual design, and archiving publications in ministry series, improving technical accessibility practices, creating guidelines, and conducting training. Additionally, I am in charge of programming and maintaining software automation tools related to publishing activities.

### Rehabilitation Counsellor, Pori Clubhouse Sarastus (Tukiranka ry)

Mar 2022 — Sep 2022

I was training mental health rehabilitation clients in communication and basic media skills. The emphasis was on writing, graphic design principles, social media practices, and proficiency in creative software. I also guided participants in applying their acquired skills in communication tasks at the Clubhouse.

### Web Accessibility Coordinator, Metropolia University of Applied Sciences

Oct 2020 — Dec 2021

My main task was to ensure that our organisation complies with the requirements of the Digital Service Act concerning the public sector. I consulted on accessibility requirements for functions and units, created an accessibility plan, and developed staff accessibility skills.

### Web Communications Assistant, Metropolia University of Applied Sciences

Feb 2019 — Dec 2019

I was part of the acquisition and renovation project of Metropolia's website, where my responsibility was to guide the implementers on technical accessibility. I conducted user tests and trained content producers in the principles of clear and accessible communication. Additionally, I participated in content creation on social media.

## LANGUAGES

---

Finnish

---

English

---

Swedish

---

## INTERESTS

---

- Collecting LP records
- Cultural events
- Dance floors
- Karaoke
- Neighborhood cinemas
- Running
- Spectator sports

### **Webmaster, Metropolia University of Applied Sciences**

Sep 2018 — Dec 2018

I was in charge of maintaining the organisation's external web services and participated in the development project of Metropolia's PeopleFinder person search service. During the project, my tasks included guiding the service implementer on technical accessibility issues and organising user tests.

### **Web Communications Trainee, Fingrid Oyj**

May 2017 — Aug 2017

I participated in the company's website renovation project. My responsibilities included overseeing communication between various project stakeholders, processing images, creating infographics, training staff on the new publishing system and migrating content to the new platform.

---

## EDUCATION

---

### **Digital Media, Metropolia University of Applied Sciences**

Aug 2017 — Jun 2022

In my studies, I delved into various aspects of digital communication, such as user-centered design of digital services, service design, communication design, and social media practices.

### **Media Technology / Technical Visualisation, Lahti University of Applied Sciences (114/240 credits)**

Aug 2013 — Dec 2015

I studied in a media technology program with a focus on technical visualisation. Courses included visual communication, image processing, layout design and printing techniques, animation and video production.

---

## EXTRA-CURRICULAR ACTIVITIES

---

### **Chairperson, Käyttäjän ystävät ry (Friends of the User)**

May 2019 — Dec 2019

### **Board member and Communications manager, Käyttäjän ystävät ry (Friends of the User)**

Jan 2018 — May 2019

### **Graphic Designer & Co-Founder of Cooperative, M.IDEA Lahti**

Dec 2014 — Dec 2015