**PERSONAL ATTRIBUTES**

I am a trustworthy individual who throughout my schooling, Foundation course, and Degree has been described as both conscientious and responsible. I have good communication skills, which allow me to interact well with others, conveying my ideas and thoughts effectively in a constructive and polite manner. I am also able to work well through my own initiative and demonstrate high levels of motivation and organization, which are needed to meet tight deadlines. I maintain a cheerful and optimistic approach to tasks whilst working hard even under pressure. I have worked in a variety of environments, which means I have a diversity of skills I can now apply to numerous situations.

**EMPLOYMENT (Paid and Voluntary)**

* **Interactor at the Warner Brothers Studio Tour, London The Making of Harry Potter**

**July 2018 – present**

As an Interactor I have to have in-depth knowledge of not only Harry Potter, and the magical world created by J.K. Rowling and the film makers, but also film making. This includes areas such as graphic design, prop making, costume, and set design to name a few. The role requires me to have an awareness of the needs of the visitors as well as my team. I am able to communicate with and present to small and large groups of people of different ages, nationalities, and learning abilities.

* **Prop Maker assistant (paper boy production) for Mountview University**

**May – June 2019**

During this time I was tasked with making a variety of different props for this production that would then be taken over to Belfast. These props included planets, a Taxi, spaceships and many other props to be used. These were in a variety of different medias all of which were consider as they had to durable and also transportable. This was as this play was hoping to be replicated the following year and any props that could be reused would need to be where possible.

* **Volunteer coordinator at the House of Illustration (HOI)**

**May 2018 – May 2019**

This multifunctional role where I had to organize my own work schedule on a daily basis whilst managing the volunteers included rota building each month for all 100 volunteers around their availability, having welfare meeting with the volunteers and being their point of contact as needed. I organised events for the National Volunteer Week including a talk by the Director of the gallery, the Retail and Visitor Services Manager, and a Freelance illustrator and training events for volunteers as well as recruitment days.

* **Duty Manager at the House of Illustration (HOI)**

**Oct 2016 – May 2018**

My key duties include preparing and opening the gallery, front of house duties including supervising the shop, managing the volunteer staff and cashing up and securing the premises at the end of the day. Other roles include: updating volunteer records, answering emails from staff, volunteers and the public.

* **Illustrator in Residence at Roe Green Primary School**

**May 2018 – Dec 2018**

I developed and sourced the materials for a course to teach 480 students in Years 3 to-6, about the use of a variety of different illustration techniques and medias, depending on the age group, in order to educate them about pioneering woman in history. The final pieces of work developed were then displayed at a final project exhibition the students and their parents were invited to. These works were alongside a commission I did myself for the school to be displayed in their library which was a combination of the childrens’ work and my own.

* **Freelance Illustrator/Facilitator at HOI**

**Dec 2016 – May 2019**

* Between myself and one other freelancer, I organized and ran four family workshops as an illustrator/ ‘teacher’ including an accessible art day for deaf and disabled children. I also ran a children’s ‘At the Table’ workshop single handedly at Canopy market.
* July 2017: Part of team that produced life size (and bigger) puppets for the annual Roald Dahl Festival
* **Volunteer at HOI**

**Jul 2015 – May 2018**

I have volunteered in many different situations such as private views, events, and front of house, invigilating the gallery and facilitating school workshops. Self-appointed social event organiser for volunteers at the House of Illustration: brunch and draw, drink and draws, summer picnic

* **Freelance artist at Wendell School**

**Jan 2018 – March 2018**

I worked with children attending the school to create a lantern celebrating the subjects that the ‘Shine’ program specializes in. This was a 4-week course that was broken down into different stages for each week.

* **Workshop Leader and Assistant at Museum of Architecture**

**Dec 2017**

I co-ran and ran the museum’s annual Gingerbread House workshops as part of their Gingerbread City 2017.

* **Freelance artist at Central St Martins College, University of Arts London**

**Nov 2017**

I painted sets for the Platform Theatre at CSM to support the BA Christmas Show: ‘Some Voices’

* **Ticket sales at Chelsea Physic Gardens Christmas Fair**

**Nov 2017**

This role included working on the kiosks at the Christmas fair, while ensuring the visitors were provided with information about the tickets, gardens, and event itself. Also included cash handling and working with PDQ machines as well as directing the public to the best point of sales position.

* **Market Stall Trader**

**Sep 2015 – May 2017**

I was solely responsible for the set up and running of a weekly Artisan bread stall at Brook Green Farmers Market for Aston’s Bakehouse including setting up the stall, serving customers, dismantling the stall at end of the day and counting and banking takings

* **Student Ambassador**

**Nov 2013- June 2018**

Ambassador student for prospective Foundation year students at Camberwell centre of UAL

* **External Usher at ELCAF**

**Jun 2015/2016/2017**

External usher/ information assistant for public and VIPs and ticket sales rep as well as general clearing away and setting up for the event

* Volunteer Usher at Spitalfields Music festival **June 2015**
* Shop assistant, Byrons Delicatessen, Ware **Sep-11 to Mar-13**
* Pot Washer, Casa Lua Spanish restaurant, Ware **Mar-11 to Jun-11**

**EDUCATION/Training**

* Coronavirus basic awareness on production training, Screen Skills: valid 22nd July 2020 – 22nd January 2021
* Introducing British Sign Language, British Sign ( July 2020 - present)
* Prop Making Essentials: Creative Media Skills, Pinewood Studios (11-15 June 2018)
* BA Illustration (Hons) Class 2.1 - Camberwell College of Art, University of Arts London
* Foundation Diploma in Art and Design (Merit)
* A LEVEL: Art and Design (Fine Art), Psychology, English Literature and Language
* St John Ambulance training – Emergency First Aid at Work: valid from 08 November 2016 - 07 November 2019

**INFORMATION TECHNOLOGY SKILLS:**

I am a competent user of information technology including email, internet, Microsoft Word, Excel and Powerpoint. I am also experienced in Skype, Facetime, Twitter, Instagram and Facebook for social networking. I am able to use basics of iMovie and I am currently developing these skills further. I am also proficient with Photoshop and InDesign and currently learning to use the rest of the Adobe suite.

**ADDITIONAL PERSONAL ACHIEVEMENTS:**

* Member of the identity and publication team for final year exhibition and external show of BA Illustration course
* Sold work at the Edition Sale 2015 – Peckham Pelican
* Sold work at “Be Yourshelf” show 2016 – The Nines
* World Challenge trip to Norway (awarded Challenger of the Year) July 2008 and One Month World Challenge trip to Ecuador in July 2011

**References (not to be approached without prior permission)**

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| --- | --- |
| Ms Holly Burrow  [holly.burrows@houseofillustration.org.uk](mailto:holly.burrows@houseofillustration.org.uk)  House of Illustration  2 Granary Square  Kings Cross  London, N1C 4BH | Ms Sinead Hanafin  [Sinead.Hanafin@warnerbros.com](mailto:Sinead.Hanafin@warnerbros.com)  Warner Brothers Studio Tour London the Making of Harry Potter  Studio Tour Dr,  Watford  WD25 7LR |