

The Graduate Recruitment Bureau, 4 Clifton Mews, Clifton Hill, Brighton, BN1 3HR
Tel: 01273 325775 www.grb.uk.com

EDUCATION

University of Durham, Department of English Studies **2006-2007**
Master of Arts - English Literary Studies

Postgraduate study has developed my skills in independent, self-motivated projects. In particular, my dissertation was completed with little departmental contact, as I researched, structured and edited the 10,000 word essay to self-guided deadlines.

University of Durham, Department of English Studies **2003-2006**
Bachelor of Arts (Hons.) - English Literature 2:1

My undergraduate degree introduced me to a wide range of literature and fostered the regular use of both electronic and print resources. The course also taught me valuable time management, organisational and copy-editing skills.

Chenderit School **1996-2003**

A level subjects were English Literature (A), History (A), Psychology (A) and Music (C) (2003). I obtained 4 A*s, 3 As and 3 Bs at GCSE (2001).

EXPERIENCE

HarperCollins; Work Experience, Marketing and Publicity (Children's) **October 2007**

During my three week placement with the Marketing and Publicity department, I have been responsible for devising activities around titles for use in reading groups, creating advertising copy, website moderation, maintaining list records for the use of clients, mailings, assisting with the compilation of database material, collating promotional packs and preparing presentational material including mock-ups.

Virgin Books; Work Experience, Sales and Marketing **September-October 2007**

I worked with the Sales and Marketing team for three weeks, undertaking many of the responsibilities of the Sales and Marketing Assistant. My principal tasks included preparing marketing material and PowerPoint slides for presentations to key accounts, updating and creating order records, market research, preparing and posting material to department representatives and general office administration.

Palatinate; Sub Editor **2003-2004**

As a sub-editor for the university's student newspaper "Palatinate," I mainly wrote and proof-read articles. I worked under the news editor for one year.

Banbury Guardian; Work Shadowing **June 2004**

I spent a week with my local newspaper, the "Banbury Guardian," where I was assigned a wide variety of tasks, ranging from public opinion polls, music reviews, to article writing and research and copy-editing. This gave me a valuable insight into print media.

STUDENT EMPLOYMENT

Champion Employment Ltd. **Summer 2006 and Autumn 2007**

Through Champion I obtained office work on temporary contracts, responsibilities in which included processing payments, answering enquiries and general administration. In autumn 2007 I worked for Oxford and Cherwell Valley College as a Student Finance Advisor, where I processed and assessed bursaries, financial aid and travel passes.

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Collingwood College Bar Committee

2004-2005

During my first year at university, I joined the Collingwood College Bar Committee. This is a much sought after position working on the college bar, organising events and fulfilling customer demands.

PURSUIITS AND INTERESTS

Reading - Reading remains one of my most enjoyable interests. Through my studies I have been exposed to a varied range of authors; I am particularly fond of David Lodge, Oscar Wilde, Jane Austen, the Brontës and Frank O'Connor. I am currently exploring more food writing, especially Rick Stein.

Hiking - In the summer of 2005, I planned a short four day hike in the High Tatra in southern Poland. This was to be part of a larger holiday travelling around Eastern Europe. After enjoying the hiking more than the city travel, I have whet an appetite for more ambitious treks. Last summer I planned a long distance, high altitude trek in the Dolomites of Northern Italy (the 'Alta Via 1'). This route covered 120 miles, climbing 8000m over 10 days. This summer I visited the French Alps to tour the Aiguilles Rouge, Chamonix. I aim to travel and hike in Slovenia, Alaska, Peru, Bolivia and Bhutan.

Music – From an early age I studied music outside of school. I joined the Northamptonshire Youth Orchestra in 2001 and in 2003 achieved grade 8 Viola and won a 'Masterprize' Youth Orchestra award. I have performed in Birmingham Symphony Hall, the Royal Festival Hall and the Royal Albert Hall during the Junior Proms. At Durham I was the vice-president for the Durham University Hill Orchestra (2004-5) and lead Viola (2004-2006).

Photography - My travels have afforded me great opportunities to expand my interest in landscape photography. Having been inspired by Ansel Adams, I am developing my skills as a black and white photographer.

SKILLS

- Fluent with Microsoft Office, especially Word, Excel and Powerpoint.
- Fluent with Apple Mac programs, especially Pages.
- Experience with Biblio