

Elizabeth Dickinson

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I am an administration worker in the offices of a small machine manufacturing firm, where I fill a variety of rolls; including accounts assistant, marketing, and secretary. I have always been a efficient worker who is good at prioritising workloads. I am a fast learner and have ambitions of working in creative storytelling. During my spare time I do a lot of creative writing: I have written two books, a novella, and frequently collaborate with online partners writing short stories. I am an avid reader of sci-fi/fantasy genres and am always reading something. I maintain a blog dedicated to urban fantasy with an audience of over 2600.

Experience

Cpack Ltd: Administration: January 2018-Current

As an administrator I do a lot of **writing and editing** for company pamphlets and advertisements. Using **excel and Sage** I assist with the accounts. Our office is relatively small so it requires a lot of **teamwork** to get everything done. Cpack was featured in the 2018 Manufacturing and Services Parliamentary Review, for which I wrote the article.

Self Employed: Artist and writer: October 2016 - December 2017.

Working for myself I learned a lot about time **management and accountability**. I was responsible for creating and marketing my work. During this time I **wrote two books** and built up a portfolio of t-shirt graphics on my web shop.

My Common Goods: Graphic Designer: May 2016- Oct 2016

I interned as a Graphic Designer at a small fashion company based in Manchester. The position was part time, and I was **responsible** for my own hours. It gave me chance to exercise many of the skills I used at University in the real world, including **teamwork, creativity, and time management**. I left after the company relocated to Saltaire and I was no longer able to commute.

Skills

- I can write **80 words a minute**
- I am experienced with **Microsoft Office** applications. I frequently use Outlook,

Microsoft Word, and Excel in my day to day job, while I frequently used Power Point during my education,

- I have **written two full length novels**, and a novella. The first novel is approximately 80,000 words, the second stands at over 110,000 words after the first draft. The novella is just over 22,000 words.
- I am the sole **administrator** for an Urban Fantasy blog. Its follower count currently stands at over 2,600 people.
- I am a **quick learner** and very **self-motivated**. Throughout my education I have frequently found it easier and faster to teach myself, putting in the work before class to ensure I know what will be required of me. I am always willing to learn new skills.
- I have aided in organising amateur film productions on two separate occasions, and I have **cooperated** on a number of works both in my education and free time. **Teamwork practices** was one of my highest scoring modules.
- I **collaborate** with other authors to create works of fiction.
- I can solve a Rubik's Cube in under 4 minutes.

Education

Hertfordshire University, 2010-2013

- (BA) Screen Cultures and Media Practice (2:1)
Dissertation: The Way of the Spider: the Hero's Web: Spider-Man and the Hero's Journey through repeated narrative arts

Swansea Metropolitan, 2009-2010

- Foundation Art Degree (Pass)

St Mary's College, 2006-2008

- A level: English Combined (C), Drama (C)
- AS level: Classics (B), Medieval History (D), Psychology (D)

I received 100% in my final Classics exam.

St Christopher's C of E Technology College, 2001-2006

- 9 GCSE's, A-C
Including English(C), Maths (B), Science (B,B), and BCS (A)
- OCR Certificate in Enterprise, Level 3

Examples of work available on request. References available on request.