

**Emma Cain – BA Hons (1st)**  
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<http://lichibastudios.cleanfolio.com/about/>

**A self-motivated worker who will work hard at any task until it is completed. Excellent creative skills with a very friendly and helpful personality.**

#### **Key Skills**

- Able to work on own initiative
- Very organized worker
- Extremely creative with ideas and solutions
- Good eye for detail on all projects undertaken
- 60 words per minute typing speed

#### **I.T. Skills**

- Microsoft Word, Excel and PowerPoint
- All Internet Explorers, AOL E-mail, Outlook and Entourage
- Windows XP (Home and Professional)
- Adobe Acrobat 9 Pro, Premiere, Audition, Photoshop 9 and above
- Macromedia Flash 8, Dreamweaver, Freehand
- Online selling via eBay, Play and Amazon
- Basic experience of using Mac Computers, QuarkXpress 8 and Portfolio

#### **EDUCATION**

**University of Hertfordshire, Hatfield, Hertfordshire** **Sept 2005 – June 2009**

First Class BA Hons Software Systems for the Arts and Media  
Received the SSAM Prize for serving the SSAM community during the End of Year Show

**Harlow College, Harlow, Essex** **Sept 2002 – July 2004**

ICT and Maths A levels taken in June 2004  
Chemistry and AVCE ICT AS Levels taken in June 2003.

**Mountfitchet High School, Stansted, Essex** **Aug 1997 – July 2002**  
(now Mountfitchet Maths and Computing College)

10 GCSEs grades B-C including Maths, Science and English

Cambridge Cert of IT: Spreadsheet, Word Processing, Presentation Graphics, Databases, Desktop Publishing

#### **Other Experience**

Helped to organize events during my three years at University, which included organizing the SSAM Final Year Exhibition. For which I received a special award at Graduation. I have also assisted with the organization of family events and productions of the local drama group, including being stage manager for their Spring 2011 production of Alice in Wonderland.

## CAREER SUMMARY

### Lumino Ltd

April 2011 – Current

- General office duties including answering the telephone
- Data entry (Customer Information)
- Franking post
- Filing, emailing and faxing documents
- Welcoming visitors to the building
- Photographing products, photo manipulation if required and uploading to online store

### Freelance Work

Apr 2009 - Current

Theatre Is and RK Print

- Flash 8 (AS2) coding – for Theatre Is, to allow interaction for users
- Graphic design – for both Theatre Is and RK Print, designing layouts and logos
- R&D – for Theatre Is, primarily market research to find a gap in the market for their artifact
- Flash video – Recording videos and converting for use in Flash

### Miles Kelly Publishing - Artistic Sales Manager

Jul 2010 – Sept 2010

- Data Entry – Entering information about original art pieces onto excel and Portfolio
- Selling Artwork online and at craft fairs
- Creating leaflets and marking up books using Quark Xpress
- Organization of POS and art for stalls at craft fairs

### Temporary Work

- Sales Assistant at Pearsons

Oct 2010 – March 2011

- General Full-Time Shop work

- Exam Invigilation at Birchwood High and Boys High School

May 2010 – Jul 2010

- Organization of distribution and collection of exam papers
- Overseeing Students while taking exams
- Making sure rules are adhered to

- FedEx Stansted Airport (Exports and Imports)

Feb 2010 – Apr 2010

- Data Entry

### QS Ltd Stores - Shop Assistant

Aug 2009 – Dec 2009

Part-time general shop/till work

Aug 2006 – Mar 2009

### Falkland Islands Trading Company Ltd - Administrative Assistant

Sept 2004 – Aug 2005

*(gap year full-time position to earn money for a car and university expenses)*

General office duties, answering telephones, import/export customs, minute taking and filing

### Other Part-Time Jobs

J Sainsbury

Checkout Assistant - Part Time

Jan 2004 – Sept 2004

Replenishment Assistant - Part Time

Dec 2002 – Jan 2004

## PERSONAL DETAILS

DOB: 10/09/1985

Single

White British

**Enhanced CRB checked in Hertfordshire**

### Hobbies and Interests

Astronomy, writing, reading, drawing, toy making, film, character design, horse riding, Japanese  
Completed course in Astronomy to GCSE level Grade A\* 2010/2011

### Artisan and Writing

Design and make plush toys freelance

Write stories/novels in spare time which will hopefully one day be published