

Kathryn Warwick

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After working in the marketing department of a busy music venue for 16 months I am now currently looking to broaden my skills in marketing and transfer my existing skills into my next challenge. I am a good organiser, I love to sort things out and I am able to prioritise effectively. I am an excellent communicator, particularly when it comes to the written word, although I am just as adept on the telephone and communicating face to face. I work well in groups and on my own, under my own initiative, and produce a high standard of work helped in part by my careful attention to detail. I am polite, professional and always punctual. I have a creative streak and flair for the imaginative and, I have been told, a good head for ideas! I'm always the first to laugh at myself, I never lose my sense of humour which is one of the reasons I am always calm, even in stressful situations. I have always had a passion for media and the arts, and am very enthusiastic about working within this field again in the North-east.

Education and Qualifications

Cumbria Institute of the Arts 2003 - 2006

BA (hons) in Film Studies (2:1)

Modules: Aesthetics I, II, III. Industry I, II, III. Technology I, II, III. Creative Writing, Modernism in Art, Extended Essay, Global Narrative Forms, Experimental Moving Image, Storytelling, Live Event - Film Festival, Communication Skills, Professional Development.

Blyth Community College 2000 - 2003

Advanced Vocational Certificate of Education in Information Communication Technology (C), A Level Film Studies (B), A Level English Literature (C), AS Level General Studies (C), AS level Geography (D)

Blyth Ridley High School 1997 - 2000

8 GCSEs: Including grades A-C in Maths and English language.

I also have a full clean driving licence which I have held for six years and my own transport.

Work Experience

The Stables Theatre Limited. Marketing & Communications Assistant. July 2007 to November 2008.

Provided assistance to the Marketing Manager and on occasion the Chief Executive, as required. Was responsible of the updating and maintenance of the company's website using a CMS and also worked on SEO and online advertising. Created and sent direct mail and email and placed advertising. Helped create a season brochure, from writing copy to proofreading, and organised the distribution of this to a membership scheme and to the general public. Worked closely with the box office to help increase ticket sales for concerts, and with other departments of the organisation as was required.

Alderson Dodds Solicitors. Office Administrator. Temporary. October 2006.

Duties included filing, photocopying, collecting and sorting post and for a very busy office. Answering telephones and sorting out problems, dealing with confidential matters. I refreshed many general office skills, like using programs in the Microsoft office package and using my customer service skills.

Carlisle Film Festival 2005. Festival Organiser. May 2005.

Organised and ran the first Carlisle film festival as part of a team of eight in the marketing department of the festival. Secured funding, advertising and promotion for the festival. Responsibilities also included copywriting for the brochure and writing press releases. Worked on many aspects of the festival from programming, to reviewing the festival for the local newspaper.

UCI/Odeon Cinemas Silverlink. Team Member. October 2002 to January 2006.

Worked seasonally during breaks from studying. Duties included; box office work, bar work, serving food and drink to customers.

Hobbies and Interests

My main interest is in art of all kinds but particularly watching films at the cinema and at home. I am interested in French cinema of all eras, and I am fond of animation. In my spare time I also like to visit the theatre, cook for family and friends, and I play the piano when I get the chance.

Referees are available on request.