

Emma Cain
Tel: 07968 738041
Email: lichiba.studios@googlemail.com
<http://www.li-chiba-studios.co.uk>

An artistic designer and filmmaker with excellent IT skills. 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, PowerPoint, and Access
- AOL Internet Explorer and E-mail, Outlook, Firefox and Microsoft Internet Explorer
- Windows XP (Home and Professional)
- Adobe Acrobat Reader, Premiere, Audition, Photoshop 9
- HTML, CSS, Javascript
- Macromedia Flash 8, Dreamweaver, Freehand
- PaintShop Pro 9

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. Key skills level 2 in ICT, Communications and level 3 in Maths were also gained at this time.

Mountfitchet High School, Stansted, Essex
(now Mountfitchet Maths and Computing College)

Aug 1997 – July 2002

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

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

Other Experience

Helping 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.

Career Summary

Temporary Work

Feb 2010 – Current

FedEx Stansted Airport (Exports and Imports)

- Data Entry

Freelance Work

April 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
- Research and Development – 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

QS Ltd Stores - Shop Assistant

Aug 2009 – Dec 2009

- Handling cash/cards
- Customer assistance
- Restocking shelves
- Stocktaking

Aug 2006 – Mar 2009

British Heart Foundation - Shop Assistant

June 2009 – Aug 2009

- Handling cash/cards
- Customer assistance

Falkland Islands Trading Company Ltd - Administrative Assistant

Sept 2004 – Aug 2005

- Data Entry including invoices and suppliers information onto a CS3 system (similar to Sage)
- Dealing with suppliers and the general public over the phone
- Writing and editing board minutes/letters
- Working to strict deadlines
- Filing invoices
- Taking payments over the phone or through e-mail using a PDQ

J Sainsbury

Checkout Assistant - Part Time

Jan 2004 – Sept 2004

- Customer assistance
- Handling money including cashing up

Replenishment Assistant - Part Time

Dec 2002 – Jan 2004

- Restocking shelves
- Customer assistance

Steel Dixon Accounting - Data Input Assistant

October ½ term 2001

- Data entry

Easter ½ term 2002

Personal details

DOB: 10/09/1985

Single

White British

Hobbies and Interests

Astronomy, writing, music, reading, drawing, toy making, film, character design

Currently learning Japanese at GCSE level

Currently learning Astronomy at GCSE level

Travel and Adventure

Group trek to the top of the Pyrenees' – Early 2000