



## Convenor & Designer, QPS Services (sole trader) [08/18 - Present]

Community and event management focused on digital tabletop gaming. Copywriting, narrative design, and publishing of modules for digital tabletop games. Content creation, including live stream production, video editing. Freelance work as listed below reorganised under the brand in April 2023.

## Freelance Design & Communications, Sole trader [08/10 - 04/23]

Social media management, brand identity development, print and digital design and production. Some clients include Ceredigion County Council, Undeb Myfyrwyr Aberystwyth, Team Razer, Orr Group. Folded under Queers Play Stuff banner in April 2023 to trade as QPS Services.

## ARAP Administrator, Nottingham Refugee Forum [08/21 - 03/23]

GDPR-Compliant database development and management of sensitive client data. Processing financial transactions, invoices, and procurement including the use of Intuit Quickbooks. Office and project administration support including venue hire, transport hire, research, data reporting, stationery and print, minute-taking.

## Marketing Administrator, LGBTCare Ltd [08/19 - 05/22]

Managing payroll and invoicing for workers. Design and production of marketing and print material including information leaflets and promotional merchandise. Web and social media content management. Managing e-commerce store, order picking, packing, and dispatch.

## Community Care Assistant, Comfort Call [09/20 - 08/21]

Providing domiciliary care alone or in pairs to vulnerable and elderly clients, including personal care, domestic support, administering medications, handling finances, liaising with family and healthcare professionals. GDPR compliant handling of sensitive data.

## Digital Prepress Operator, Linney Group [03/18 - 10/18]

Working with Xerox Variable Data Processing and Adobe Creative Suite to manage and process data and images ready for print production. Responsible for daily POS prepress for Boots, as well as regular clients such as Cineworld, Starbucks, Casual Dining Group.

## Digital Engagement Coordinator, Nottingham Trent Students Union [06/16 - 03/17]

Content manager and front-end developer for NTSU's unioncloud website, systems administrator and data management. Strategic planning on digital communications and undertaking stakeholder engagement through content delivery across social media, web, and video. Interview panel for design staff.

## Equalities Officer & HE Regional Committee, UNISON Bournemouth Higher & Further Education [03/15 - 02/16]

Trained steward providing workplace representation and arbitration around employment and equalities law. Organising events promoting marginalised groups. Member of the DEI Boards for local HE and FE institutions. Representing members of local institutions at a regional level.

## Design & Print Coordinator, Students' Union at Bournemouth University [04/14 - 02/16]

Digital and traditional media project management from start to finish. Recruitment and management of design staff, managing freelancers and external suppliers. Content management for web and social media, and web design. Events photography and stewarding. Brand development.

## Graphic Design Assistant, Undeb Myfyrwyr Aberystwyth Students' Union [07/13 - 04/14]

Hired following freelance work as lead on brand and visual identity redesign. Design and production of digital and traditional media for commercial, political, and organisational use; including web content, leaflets, event posters, etc.

## National Committee, Campaign Against Fees & Cuts Wales [10/11 - 11/13]

National organiser, lobbying politicians, writing press releases and campaign reports, organising and convening events and plenary sessions.

## Deputy Campaigns Officer & Governor, Pirate Party UK [05/10 - 01/11]

National Committee member responsible for member communications, including email campaigns, web content, and print design. Supporting on press releases, handling media enquiries, and interview briefings. Constitutional oversight and amendments and ensuring regulatory compliance in role as Governor.

## Education & Training

- Understanding Vicarious Trauma, [NNRF, 2022]
- RQF Level 3 Emergency First Aid At Work, [Inspire Nottingham, 2019/11]
- TQUK Level 2 Certificate in Preparing to Work in Adult Social Care, [DBC Training, 2021]
- ERA Certification, Trade Union Organising Stewards, [UNISON, 2015]
- Digital Photography Short Course, [Arts University Bournemouth, 2014]
- Computer Science & AI, [Aberystwyth University, 2010 - 2013]
- A-Level Computing (B), Criminal Law (C) Politics (C), [Brockenhurst College, 2008 - 2010]
- GCSEs, 5 A, 5 B, 1 C, [Ringwood School, 2003 - 2008]

## Software & IT

- Adobe Creative Cloud - Photoshop, Illustrator, InDesign. some experience with Premiere Pro and AfterEffects.
- Figma.
- Canva.
- Intuit Quickbooks and Zoho Invoices.
- Microsoft Office / Office365, in particular Excel.
- Sharepoint and Onedrive administration.
- Google Workspace.
- OpenOffice / LibreOffice.
- Case Management Software (CMS) - AdvicePro, osTicket.
- Customer Relations Software (CRM) - Zendesk, Mailchimp
- Content Management Systems (CMS) - Unioncloud, wordpress, joomla.
- OBS Studio / Streamelements.
- Youtube and Twitch creators dashboard.

## Skills

- Digital content creation - livestream production and management.
- Video editing and encoding.
- Graphic design for digital and traditional media.
- Photography, including events and portraits.
- Social Media management, including content and advertising.
- Copywriting and editing.
- Project management
- Data entry, processing, analysis, and reports.
- Conducting primary research.
- Staff recruitment, management, and training.
- Payroll, invoicing, and managing finances.
- Event stewardship.
- Chairing, convening, and minuting meetings and plenary sessions.
- Office administration.
- Customer service and enquiries.

## Languages

- English - Fluent/Native Speaker (C2)
- Japanese - Elementary (A2)