

Annie Mitchell

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A creative thinker with varied and extensive project management experience, excellent communication, planning and diplomacy skills, and a passion for visual narrative in the arts.

Education

University for the Creative Arts	PGC Teaching & Learning in HE .09-present BA (Hons) Photography (First Class) .04-.07 Access to Art & Design (Distinction) .03-.04
Abbotsholme School	5 O'levels (inc maths & english) .83-.86

Freelance Work

University for the Creative Arts Oct.08 to present	Sessional Lecturer Sep.09-present: Lecturer on the Photography BA course Acting BA Photography Course Coordinator Mar.09–Jun.09: Responsible for all aspects of course coordination, staff and student communications and budget management; working closely with Year Leaders', Lecturers and sessional teaching staff to ensure the successful delivery of the course. Assistant to Head of BA Photography, UCA Oct.08 to Mar.09: Assisted the Head of Course in the coordination of the BA Photography course.
Photographer Melanie Friend Aug.07-Oct.08	Photographers' Assistant: Assisted in exhibition marketing, project coordination of book printing, and preparation of photographers images and text for web designer.

Permanent Positions

Inscape Fine Art Study Tours, Jan.08 to Jan.09 part-time	Office & Accounts Manager: Responsible for the review and development of the organisations client management and bookings systems and office procedures, management of budgets and cashflow, provision of financial reports to the Managing Director, and coordination of office administration.
Save the Children UK Sep.01–Sep.05	Business Development Analyst May.04–Sep.04 & May.05–Sep.05: Management, planning & implementation of marketing business development projects. Consultant Jan.03–Dec.03: Design and delivery of a complete technical and business training programme for a bespoke Marketing CRMS. Project Officer Sep.01–Dec.02: Member of a Marketing Systems Development project team
Battersea Dogs' Home Jun.98–Oct.00	Head of the Lost Dogs' Department: Responsible for the setup and initial management of the new Lost Dogs' department at the charity.
The Principle Partnership	Office Administrator .97–.98
Granada Group plc	Personnel Co-ordinator .89–.92

Technical Skills

Advanced Microsoft Word, Excel, PowerPoint, Project and database management
Adobe Photoshop and InDesign, and various web content management systems

Other

Extensive overseas travel between.92-.96 and .00-.01 in Africa, South-East Asia and South America

References available on request