



Sarah Hatch Jenkins

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Website: <http://www.swanpillows.com>

EDUCATION

2004 **BA Fine Art** - *Second Class, Upper Division*
Buckinghamshire Chilterns University College
High Wycombe, Buckinghamshire, UK

1999 **High School Diploma** - *Received straight A's in GCSE and A Level equivalent classes. Please see attached transcript.*
Holland High School
Holland, Michigan, USA

1999 **College level credit - English** - *Received an A*
Holland High School
Holland, Michigan, USA

1998 **College level credit - Calculus** - *Received an A*
Holland High School
Holland, Michigan, USA

COMPUTER SKILLS & QUALIFICATIONS

Packages used (Mac & PC)

Adobe CS3 Suite:
Photoshop / InDesign / Illustrator / Acrobat
/ Distiller / ImageReady / After Effects /
Premiere / Dreamweaver / Flash / Fireworks

Quark Xpress 7.0

Posterjet

Microsoft Office:
Word / Excel / Powerpoint / Outlook / Visio

3DSMax

Websites created

2006

<http://www.swanpillows.com>

<http://www.matthewjlocke.com>

2005

<http://www.millwrighteng.btinternet.co.uk>

<http://www.imogenwelch.com>

2004

<http://www.tech.bcuc.ac.uk>

2007 Copyright Training at Tate Britain, London

2007 Digital Imaging Training at Tate Britain, London

1994 & 1999 Computer Skills Tests at Holland High School, MI, USA
Grade Received: A

WORK HISTORY

January 2007 – Present:

Desk Top Publishing Operator @ Tate Britain

Tate

Millbank

London

SW1P 4RG

Tel: 0207 887 8899

Job Description: In this extremely independent role, I am responsible for a majority of the signage and interpretive text throughout the gallery. This includes creating many captions, panels and guides using existing styles and guidelines, as well as creating various posters and informative signage using my own creativity. The role requires me to liaise with a wide variety of people from various departments throughout the gallery and with external designers, suppliers, and translators. I am constantly working to extremely tight deadlines, which requires the ability to multi-task and stay very organised.

March 2006 – September 2006:

Art Technician @ Berkhamsted Collegiate School

Castle Campus

Castle Street

Berkhamsted

Hertfordshire

HP4 2BB

Tel: 01442 358000

Job Description: I provided technical help for staff and students. This involved organising and preparing materials, creating displays, assisting students with computers and equipment, along with many other tasks.

July 2005 – December 2005:

Visitor Services Assistant @ Art Institute of Chicago

111 South Michigan Ave

Chicago, IL 60603

USA

001 312 443-3933

Supervisor: Steve Archer

Job Description: I sold tickets, checked tickets, provided crowd control and cloakroom duties, as well as information and assistance to guests of the museum. I left this job when I received my UK Visa, and I returned to settle in the UK.

April 2005 - May 2005:

Freelance Web Designer @ Millwright Engineering

Unit 19

SOHO Mill Industrial Estate

Wooburn Town

Buckinghamshire

HP10 OPS

01628 850911

Job Description: I was commissioned to create a new website for this engineering company. I designed a website which includes original layout, design, graphics, slideshows, and animations. It can be found at <http://www.millwrighteng.btinternet.co.uk>.

November 2004 - May 2005:

Multimedia Computer Technician @ Buckinghamshire Chilterns University

College

Queen Alexandra Road

High Wycombe, Buckinghamshire

UK

01494 522141

Supervisor: Phil Talbot

Job Description: I assisted students with computer problems, created a website for the Technology Department, and was being trained to assist a new Audio Technology course. I designed and produced various posters to advertise for the department.

Holland High School Transcript :

(transcribed from my document - I can provide a photocopy if requested)

Holland High School
600 Van Raalte Avenue
Holland, MI 49423
Counseling Office Phone: (616)393-7552 Fax: (616)394-1441
Accredited by the North Central Association of College and Schools

OFFICIAL TRANSCRIPT

<u>STUDENT NAME</u>	<u>S.S.N</u>	<u>DATE OF BIRTH</u>
Jenkins, Sarah Hatch	XXX-XX-XXXX	X/X/XX

		GRADE
1998 - 1999	Art 5/6 Adv Painting/Printmaking	A-
Holland High School	Art 7/8 4th Yr - F	A-
Grade: 12	Band Jazz	A
	English Advanced Placement	A
	Global Issues	A
	Orchestra, Chamber	A
	Sociology	A-
1997 - 1998	American Lit	A
Holland High School	AP Calculus	A
Grade: 11	Art3/4 3Dimen	A
	Latin 3/4	A
	Orchestra Chamber	A
	Phys Ed	A
	US History	A
1996 - 1997	Art 1/2 Intro to Art	A
Holland High School	Biology	A-
Grade: 10	Eng 10	A
	Hon Algebra II	A
	Latin 2	A
	Orchestra Chamber	A
1995 - 1996	Civics 101	A
Holland High School	Civics 102	A-
Grade: 09	Enrichment 9	A
	Honors Geometry	A
	HonorsEnglish 9	A
	Latin 1	A
	Orchestra Concert	A
	Physical Science 101	A
	Physical Science 102	A
	Waived - Health Req	A

ACT test scores (test date: 4/98):

English - 30

Mathematics - 32

Reading - 23

Science/Reasoning - 22

Composite - 27

% at or below Nat'l Comp. - 90

G.P.A of 3.940 is calculated for grades 9 - 12. Earned credit total is 25.0

This student's class ranking is 13/333. Graduation date is: 6/2/99