



Sarah Hatch Jenkins

Great Missenden
Buckinghamshire

Email: whoshallisayiscalling@hotmail.com

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

EDUCATION

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

1999 **High School Diploma & College level credits in English & Calculus** - *Received straight A's in GCSE and A Level equivalent classes. Ranked 13 out of 333 students.*
Holland High School
Holland, Michigan, USA

TECHNICAL SKILLS

Fully Proficient on Macs & PCs

Extensive Experience:

Photoshop
InDesign
Quark Xpress
Fireworks
Illustrator

Microsoft Office (Word/Excel/PowerPoint/Visio/Outlook)
Databases such as The Museum System (TMS)

Moderate Experience:

Dreamweaver
Flash
3DSMax
Premiere
AfterEffects

PROFESSIONAL TRAINING & QUALIFICATIONS

2008 EDI Level 3 NVQ Cultural Heritage Operations (Education and Interpretation)

2007 Copyright Training at Tate Britain, London

2007 Digital Imaging Training at Tate Britain, London

WORK HISTORY

September 2009 – Present:

Freelance Designer & Temp Worker @ Various

Job Description: I am currently working locally as an office temp, and I am taking on some freelance design work. My most recent freelance work has been with Millwright Engineering Group Ltd, where I have made some SEO and design changes to their website, and I regularly participate in crowdsourcing design projects online.

April 2008 – September 2009:

Creative Artworker @ Brora, Stevenage

Job Description: I worked within a small Marketing team to design catalogues, postcards, leaflets and HTML emails. I also photographed clothing on a mannequin using a digital SLR camera, prepared all imagery for Brora's website, and created a new website design. To do all of this work, I used the Adobe Creative Suite on a Mac: using Photoshop, InDesign, Illustrator, Fireworks & Dreamweaver.

January 2007 – April 2008:

Desk Top Publishing Operator @ Tate Britain, London

Job Description: As the only Desk Top Publishing Operator at Tate Britain, I produced all of the captions and wall panels for Tate Britain's constantly shifting permanent collection display. I was also responsible for all foreign language and large print guides throughout the entire gallery, and I created all temporary signage and some posters for the gallery. As the sole creator of all of this material, I had a very heavy workload and worked to an extremely tight display/exhibition schedule, staying extremely organised. I used a variety of software and hardware in this role, including a large format printer, Adobe Photoshop and Quark Xpress on a PC.

March 2006 – September 2006:

Art Technician @ Berkhamsted Collegiate School, Berkhamsted

July 2005 – December 2005:

Visitor Services Assistant @ Art Institute of Chicago, Chicago, USA

November 2004 - May 2005:

Multimedia Computer Technician @ Buckinghamshire Chilterns University College, High Wycombe