

Sarah Joanne Cerys Appleton
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I am an enthusiastic worker with previous experience of working within the public library system, educational roles, customer service, retail environments and administrative positions. Along with this I have many qualifications including a Bachelor of Arts degree, a Business IT Diploma from Pitman Training and a qualification in digital promotion for business (social media). I am eager to progress my career to the next level by challenging myself and undertaking further responsibilities. I have previously held several voluntary roles and internships and I currently assist at the Russell-Cotes Museum as a Learning Volunteer.

Educational Background

2013 – 2016 2012 - 2013	Arts University Bournemouth - Textiles BA (Hons) Skills & Learning Bournemouth City & Guilds Certificates: Drawing Skills: Portfolio Level 1 [Distinction] City & Guilds Certificates: Creative Techniques in Mixed Media Level 2 [Pass] Fashion for Beginners Ascentis Entry 3 Award [Pass] British Sign Language Signature Level 1 Award [Pass]
2010 – 2011	Bridgend College City & Guilds Certificates: Computer Aided Design 2D Level 3 (AutoCAD) [Pass]
2009 – 2010	Coleg Morgannwg City & Guilds Certificates: Computer Aided Design 2D Level 2 (AutoCAD) [Pass]
2001 - 2003	Coleg Glan Hafren - AS Levels: Photography [B], Media Studies [C] A Levels: Film Studies[B], Religious Studies [E]
1996 – 2001	St. Teilo's Church in Wales High School 7 G.C.S.E.s including English, Mathematics and Science (Double Award)

Employment History

June 2019 – December 2020

Hampshire Library Service – Library Team Assistant / Keyholder

Day to day duties include customer service, using a complex database, processing new stock, shelving, creating displays, working as part of a team or alone, taking room and workshop bookings, administrative tasks, general housekeeping, manual handling, hosting children's story time, cashing up, using Canva to create social media posts, keeping up to date with required training, opening and closing and ensuring that customers comply with CO-VID 19 requirements.

2011 – Present Day

Self-Employed Textile Artist

Applying for bursaries and exhibitions, setting up, breaking down and running a craft stall, running an online store, website, blog, newsletter and social media, working on bespoke commissions, writing risk assessments, often travelling for work and teaching craft workshops.

October 2018 – November 2018

Kite Clothing – Temporary Quality Controller / Prop Maker

Duties included visually inspecting large orders of garments for faults to ensure they met the high standards of the company. Additionally I assisted with creating props for a fashion photoshoot.

October 2016 – March 2018

Walford Mill Crafts – Part Time Administrator for Education Programme / Keyholder

Retail Assistant within the Gallery Shop, Workshop Tutor, programmer and assistant for children's craft workshops, along with handling social media, room bookings, banking, writing and answering emails, telephony, general housekeeping and other administrative tasks.

March 2013 – January 2017

Dot.Teas Vintage Tea Boutique - Waitress / Keyholder

Duties included making and serving beverages, working as part of a small team, using the till, cashing up, general housekeeping and customer service.

September 2011 – May 2012

AeroThermal Ltd. - Junior CAD Technician

Working for a company designing and manufacturing industrial autoclaves, my main responsibilities included working closely with the Engineering Manager to develop a new product, generating drawings using AutoCAD, assisting Engineers with drawing updates using SolidWorks, keeping the drawing register up to date, operating document control procedures and general administration.

May 2009 – September 2011

J D Heating, Plumbing & Mechanical Services Ltd. Administration Assistant

As the sole AutoCAD user, I prepared drawings for heating and ventilation systems. Administrative duties included processing orders via a complex database, preparing manuals to strict deadlines, ordering materials, invoicing, arranging deliveries, assisting with finances, using Microsoft Office, filing, receptionist duties and sorting mail.

February 2006 – June 2008

Waterman Group, Cardiff - Administrative Assistant

Working for a Civil and Structural Engineering firm, responsibilities included using AutoCAD to develop designs, printing and copying engineering drawings and reports and amending records. Clerical duties included ordering stock, faxing, photocopying, preparing travel plans and flood maps, using Microsoft Office to prepare reports and spreadsheets, telephony, filing, sorting mail and organising a recycling system.

Achievements

- Shortlisted as 1 of 12 for the BBC's 'Victorian House of Arts and Crafts' [2018]
- Shortlisted for 'Speak Out Women of Devises' banner project [2018]
- Completed short courses in Pattern Cutting and Textile Print at Arts University College Bournemouth
- Commissioned to create a bespoke embroidered unveiling cloth for Bournemouth Borough Council [2015]
- One of fifteen students at AUB selected to take part in a Smart Textiles workshop with Dr. Sara Robertson
- Proficient I.T. skills including typing, social media and Photoshop
- Achieved a Distinction in Pitman Training Business IT Diploma (Microsoft Office Package) and Teeline Shorthand for Beginners in 2009
- Blogger since 2010 and have been running a craft stall since 2011 as well as online stores on Etsy and Society6
- Had work accepted and sold through Number 83 Gift Shop, Dot.Tea's Vintage Tea Boutique in Bournemouth, Nelly's Treasures in Cardiff Fashion Quarter and Walford Mill Crafts in Wimborne
- Completed an NCFE Level 2 Certificate in Digital Promotion for Business
- Previously volunteered at RSPCA Kennels, PDSA Charity Shop and as an Oxfam Steward at Leeds Festival
- Holder of a full and clean UK driving licence

Exhibitions and Awards

- Bursary award from Devises Outdoor Celebratory Arts, 2019
- The Contemporary Textiles Fair, SW London, 2019
- 'A Creative Christmas' at Kingston Lacy, Wimborne, 2018
- Emerging Artist for 'Threads of Narrative' with Lead Artist Lisa Earley, Walford Mill Crafts and Kingston Lacy, 2018
- 'Textile Textures', Walford Mill Crafts, 2017
- New Designers, London, 2016
- Finalist for Quilter's Guild BA Bursary and exhibited at Festival of Quilts, NEC Birmingham, 2016
- Here, There and Everywhere collaborative exhibition at BUMF Gallery, Bournemouth 2016
- Runner-up in the 'Postcards for Peace' competition run by Bournemouth Borough Council; work featured on postcards sold for charity, on posters around the borough and the original piece was exhibited
- Contributed a piece to the ongoing Blood Bag Project Exhibition

Interests

- Photography
- Music
- Travel
- Writing
- Dressmaking
- Drawing
- Gardening
- Craft
- Visiting museums and exhibitions
- Watching films and documentaries
- Reading
- Exercise

References

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