

Katherine Hardwick

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Hartwell
North Yorkshire
YO7 4PQ

Tel/Fax: (01301) 653801

Profile

Enthusiastic, responsible graduate with a Post-graduate Printing and Publishing Diploma and good organizational skills. Able to work independently using initiative and as part of a team to tight deadlines. With editing, desktop publishing, and keyboarding skills.

Training

Has recently completed the Post-graduate Diploma in Printing and Publishing at the London Institute.

Skills gained

- Design
- Desktop Publishing
- Costing & Estimating
- Letter Assembly
- Graphic Reproduction
- Screen Printing
- Printing Processes
- Data Processing & Information Systems
- Publishing Administration
- Print Finishing & Bookbinding
- Technology of Printing Materials
- Technology of Colour Reproduction

Experience

- Three months' work experience with Quantum Publishing, a company involved in writing, editing, and publishing business and information technology texts.
- Word processing, research, and general office administration.
- Work with an Apple Mac using MS Word and QuarkXpress.
- Work experience at Elvira Professional Publishing and Eduform Online Publications.
- Currently working with Quantum Publishing as a paid employee with increased responsibility.

Education

Degree BA (Hons) with major in English (2.2), Nottingham Trent University
A levels English Literature
Art & Design
GCSEs Eight Grade C or above, including English and Maths

Interests

Music: playing the saxophone.
Riding a mountain bike.
Cinema and theatre-going.

Referees

Dr J. M. Barker, B.Sc., PhD
The Publishing Institute
Castle Street
London SE1 65B

Mrs J. W. Pawsey
29, Lower Redhill Lane
Downham
MN21 7ST