Emily Hebditch

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DOB: 07-29-1983

**Profile**

I am a confident and enthusiastic person with a genuine passion for working with people. Working with people as a photographer I was able to interact confidently with people of all ages and I particularly enjoyed working with young people and children.

* Communication: Oral and written skills developed through coursework as part of my degree and work experience. My familiarity of working with the public has further developed my interpersonal skills, a quality, which is readily transferable to innumerable environments
* Teamwork: My work experience is varied and reflects my fondness of working with others, both the public and my colleagues. My flexibility and ability to communicate effectively with people at all levels make me a successful member of any team.
* Organisation: I am eager to learn new skills and I feel that my previous experience, both educational and in the workplace has given me valuable skills of multi-tasking and working to deadlines and targets. I have actively sought challenging and busy environments as I find them motivational

**Work Experience**

December 2004 - Present

***Freelance Professional Photographer***

* Wedding photography and portraits, which demands superior organisational and problem solving skills as well as excellent communication. I have also successfully held a private exhibition of my work

June 2008 - March 2009 BIS Salamis

***Project Cost Analyst***

* Tracking and analysis of costs relating to budgets held for a contract with BP this role required good levels of organisation.

June 2007- 20th December 2007 Aberdeen Art Gallery

***Temporary Clerical Assistant***

* General clerical tasks, including invoice processing and corporate hire of the gallery buildings. This position required exceptional team-work skills, communication and problem solving ability.

August 2006- September 2006 Dyce Academy

***Temporary Accord Card Administrator***

* General administration tasks as well as managing the Accord Card system, this post frequently required problem solving, initiative and high levels of communication with the catering staff, pupils and parents.

July 2006- August 2006 Pre School Education Team, Aberdeen

**Temporary Administration Assistant**

* General administrative duties, data collation and analysis.

January 2006- July 2006 Byron Park Nursery and Infant School

***Temporary Receptionist/Administration Assistant***

* Administrative tasks, typing and call handling within the primary school environment

August 2003- August 2004 Ernest Jones

***Sales Associate***

* Target driven, bonus-based sales of jewellery and gifts. Dressing window displays. Customer service.

**Education**

2006 -2009 University of Aberdeen,

* ***MA Honours Finance***

2003-2006 Aberdeen College

* Professional Photography and Imaging HND

**Interests**

I enjoy reading and going to the cinema. To keep fit I ski, run and attend boxercise classes. At university I was also a Buddy as part of the University of Aberdeen’s Buddy Scheme where I gave advice to new undergraduate students who had difficulty adapting to university life. I was also an active member of the University of Aberdeen’s Finance Society primarily involved in events co-ordination and promotion of the society.

**References Available upon request**