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|  | Matthew Thorpe-Coles  15 Ray Close, Chippenham − 07843812836 – matthew.thorpe.coles@gmail.com |
| Personal Profile | I am a Creative Writing and Publishing graduate interested in education, poetry and copy-writing. In the past, I have worked within the publishing, information and marketing roles, which have complimented the creative skills learned on my degree. |
| Employment | Welcome Week CoordinatorBath Spa University Students’ Union, Bath  June 2019 – October 2019As the Welcome Week coordinator for Bath Spa Students’ Union, I learned to synthesize many of my skills from my degree and personal interests. The role demanded a mixture of events managements, copywriting, business liaison and safeguarding, and meant that I had the opportunity to work almost across sector in my approach. The role taught me much about people management as I managed a team of 40 student volunteers over 35 events. The communications and marketing aspect of the role taught me that my writing style is largely more adaptive than I previously thought – changing my professional tone from journalistic to a far more familiar style when running student facing events.   Digital Assistant Crimson Publishing, Bath  May 2018 – March 2019  As a digital assistant at Crimson Publishing, I worked within both the Editorial and Marketing departments of Trotman, an educational imprint, checking copy for our website Indigo as well as creating short video advertisements and interactive demos to send to potential buyers. I also demonstrated our toolkit in digital seminars for up to 50 people at a time. In addition, I helped design minor elements of the website and edit copy for textbooks from time-to-time. My role involved creative project management and independent working, as well as a synthesis of my design and copywriting skills to ensure products are well-rounded and marketable. |
|  | Library Support AssistantBath Spa University, Bath, Somerset *September 2017-Present*  My work at Bath Spa university involves a deep understanding of the library, IT and eResource systems used across the institution, assuring that every student is aware of what is available to them and that their devices are connected to the university systems. The role demands a strong level of interpersonal communication, too, when dealing with students and students who run into errors in their work, as well as efficacy and expertise when  technologies fail to respond as they should. The role also demands a large knowledge of the university’s welfare systems, as at times the Library Support Assistants are the only port-of-call on campus and therefore need to be well equipped for any student’s problem. |
| Education | MA Creative Writing | Bath Spa University | 2019 - Present I am currently undertaking an MA in Creative Writing, with a specialism in writing poetry, teaching writing and novels in translation. The Master’s programme has allowed me to undertake projects in editorial and curatorial practice, as well as making my own magazine. BA Creative Writing & Publishing | Bath Spa University| 2016-2019 My time studying at Bath Spa University allowed me to hone my skills as a writer and designer, focusing my module choices largely on poetry, nature writing and digital marketing. The emphasis on personal critique on my  degree has meant that I have become introspective in my process; and has allowed me to become far quicker at spotting errors and amending my own work. The multitude of people on my course, as well as the broader writing community I’m involved with, allowed me to appreciate the general feeling and direction of the cultural and arts community in a way I didn’t realise existed before my degree. |
| Skills | **Autonomy & Enthusiasm:** I am heavily self-motivated by the passion I have for the projects I undertake. I do not  enjoy doing things half-heartedly and can easily become deeply invested in a project very early on. As a result, I tend to do things far in advance and set out clear mileposts for myself to ensure I can fulfill my roles  independently, which lends itself well to larger projects which may involve juggling many elements at once.  **Computer Literacy:**I am a touch typist, having taking numerous online tests to check I am always up to speed. I  am also very competent using the Adobe suite, my specialisms lying in InDesign and Photoshop. I have also  previously been taught how to typeset for books and other print publications, should it be required, and am very keen to demonstrate my copywriting skills in digital marketing pursuits. |
|  | **Organization & Punctuality:** I am extremely punctual and organized, taking it upon myself to always plan my  workload in advance and ensure that things are always completed early to allow time for amendments. I’m also organized with my time when it comes to travel arrangements, allowing plenty of time for potential delays on my journeys so that there is never a mad rush at the end.  **Teamwork & Leadership:** I believe that the best results can be achieved when people collaborate. I recently coordinated a succession of 40 events during a university Welcome Week, ranging from a Family Fun Day to an Outdoor Cinema screening. This role required me to line manage a team of 30 volunteers, and taught me much about the value of communication when it comes to executing a unified creative vision.  **Interpersonal Skills*:***Having worked within many student facing environments, and also within the private sector, I’ve developed a keen sense of interpersonal conduct. This has proven beneficial within the internal setting of an office, while also helping me in more client focused roles in order to mediate relationships and manage expectations of services. |
| References | Available upon request. |