

Name Annabelle Potts
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Education

British Academy of Interior Design (2023 - Present)

- Interior Design Postgraduate Diploma

University of Leeds (2018 - 2021)

- Art and Design BA Hons, 2:1 (*portfolio blog available on request*)
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The Manchester College, Shena Simon
(2016 - 2018)

- UAL Art and Design Diploma, Level 3 – Distinction
- UAL Art and Design Extended Diploma, Level 3 – Distinction

Saddleworth Secondary School (2011 - 2016)

- 11 GCSE, grade B - C

Additional Information

Computer and Creative skills: Adobe Illustrator, Adobe Photoshop, Photography, Microsoft Office, iWork

Interests: I love to keep fit and active and pushing myself to constantly improve, I attend a CrossFit gym regularly, however less frequently I enjoy Wakeboarding and Snowboarding on holidays with family and friends.

Other qualifications: Bronze & Silver Duke of Edinburgh award; Full Clean UK Driving Licence

Extracurricular activities: Crossfit Saddleworth (2016 - Present), Leeds Snowriders Society (2018-2020); Saddleworth Swimming club (2014-2018); Oldham Diving club (2015-2018); Oldham Trampolining club (2015-2018)

References available on request

Select Professional Experience

Projects team at I Want Plants (September 2023)

- Oversee design and installation of artificial plants, flowers and greenery, working directly with private clients, venue hosts and interior designers on bespoke installations, as well as production of standard planting, both live and replica
- Manage production of individual projects, overseeing smooth running of logistics from design concept to installation
- Design computer-generated images and concepts for clients to work with them towards the final outcome
- Assist in creation of Instagram feed posts and stories ensuring social media presence aligns with corporate image
- My installations have been selected for the Company Instagram, featuring my photography of the finished product

Off-cycle intern at "Make Events" (November 2022)

- Gained an insight into events management, helping to execute design process from mood board concept to final arrangements
- Assisted with social media accounts, creating Instagram posts and stories

Studio Assistant at Nasty Gal Studios, Manchester (October 2017)

- Off-cycle internship at Nasty Gal Studios in Manchester as a photography and general studio assistant
- Gained an insight into the online fashion industry, enhanced my knowledge of the content creation process for a large brand and developed my photography skills

Refurbishing and customising shoes on eBay (2021)

- Set up my own business buying second-hand shoes off eBay, cleaning and refurbishing them, customising them with my own design and then re-selling on eBay for an average 250% markup

Artist at Manchester Art Gallery ("MAG") (January 2018 - March 2018)

- Selected by MAG from a large pool of applicants in a competitive process to fulfil this prestigious position
- Competition involved a response to their brief to create a piece of work to accompany their exhibition on South Asia
- Worked closely with the gallery to a tight timeline to produce my response, enhancing my time management and communication skills
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Other Employment

Wakeboard and Water Ski instructor / Camp Counsellor at Camp Wayne for Girls, Pennsylvania, USA (Summer 2022)

- Taught children aged 6-16 and adult staff members to wakeboard, water ski and slalom ski
- Part of the Boating team and drove one of the two power boats throughout the summer

Assistant Hostel Manager at "Why Not Hostel, Marissa, Sri Lanka" (January – March 2022)

- Designed and created Hostel merchandise in the form of t-shirts, tank tops and accessories
- Assisted in the running of the reception desk and bar, overseeing organisation of the 71 beds, assisting in room assignment and purchase of beverages for the bar which enhanced my communication skills due to the diverse team

Mobile Covid testing unit with Sodexo (November 2021 – January 2022)

- Worked closely with a team to set up and operate various COVID-19 test sites across Greater Manchester
- Coordinated logistics of sending samples to test centres and helped manage public visitors to the site, prioritising safety

Bar tender at "The Vaynol Abersoch" Pub (Summer 2020 & Summer 2021)

- Worked closely and efficiently in a diverse team, using my initiative when responding to difficult situations with customers
- Communicated and took payments from customers; experience using a till and card machines

