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Full UK Drivers Licence



As an excellent communicator with advanced technical understanding, I deliver high standards consistently with an extremely hardworking ethic. With a unique academic background, strong creativity and an outstanding analytical mind; I am a lead technical translator who brings ideas into reality and consult clients on digital communication strategy targeted for their audiences. I always strive for perfection, have a proven resilience and learning capability. Allow me to prove my technical talents, attention to detail and problem-solving skill to add immense value to your team.



Self Employment / HOLTOGRAPHY

- Co-authored international selling book: Reaching an Audience (www.reachinganaudience.com)
- Digital communications consultant, providing excellent storytelling strategy and technical knowledge
- Completed architectural photography for online tour and sold cards commercially
- Publicly presented a wildlife documentary production process as part of Lent Series



Employment history



Marine Licensing Casework Officer



Nov 2019 - Present



Scottish Government - Marine Scotland Licensing Operations Team



Marine Laboratory, 375 Victoria Road, Aberdeen - AB11 9DB

Responsibilities include:

- Conduct user testing, delivery and maintenance of new CRM software, optimising working practices
- Provide training tutorials on new technologies, supporting team and produce user manuals
- Conduct, draft and execute environmental impact assessments and screening when applicable
- Process marine licence applications, conduct consultations and determination in accordance to legislation
- High quality customer care and legislative writing skills, constantly learning and applying legislative procedure



Communications Team Support Officer



Nov 2016 – Nov 2019



Marine Conservation Society (MCS)




Suite 7, CBC House, 24 Canning Street, Edinburgh, EH3 8EG

Responsibilities include:

- Supplied hundreds of quality user stories, leading organisation communication with IT and developers
- Revolutionised website user experience implementing a 6-dimensional keyword data structure,
- Website project's lead communications talent, provided vital detail, coordinated function with design
- Graphic design support, create and update formal digital/printed documentation to brand guide
- Peer reviewed web content, press releases and magazine, ensuring concise and clear vocabulary
- Managed media relations, publish PR's, analyse media coverage and complete quarterly reports
- Administered photographic, film, storytelling and technical tutorials, teaching all departments
- Executed all image and film production for organisation, managed relations with contractors
- Transformed consent procedure, ensured GDPR compliance and consent data is linked with assets

 Administration Officer

 Apr 2015 - Sept 2015

 Scottish Environment Protection Agency (SEPA)

 Inverdee House, Baxter Street, Aberdeen, AB11 9QA

Responsibilities included:


- Delivered high professional customer care, in person and through primary telephone service
- Dispatched, proof-read and finalised lettering, maintained Internal Disciplinary Professional Format
- Logged daily scientific samples using National Environmental Monitoring Software

Education

 **Master of Art (MA): Wildlife Documentary Production**

Masters with Merit

 University of Salford


 Sept 2015 – Sept 2016

- Researched, produced, edited and created wildlife production - Skill of Survival
- Created engaging, viable and inspired storylines, developing concepts from scientific research
- Acquired pre-production knowledge, planned for contingency and proved excellent strategy
- Implemented personal Risk Assessments, proving exceptional attention to detail and awareness
- Budgeted, scheduled logistics and delivered project to tight deadline with excellent organisation
- Established post-production skill, including Video editing, Audio Construction, Foley and VFX

 **Bachelor of Science Honours (BSc): Marine and Freshwater Biology**

Second Class (2:2)

 University of Glasgow

 Sept 2010 – Jun 2014


- Dissertation: Sediment preference of Atlantic salmon (*Salmo salar*)
- Modules included Physiology & Ecology of Marine Animals; Freshwater Ecology and Applying Ecology
- Tropical Marine Biology module, completed on Egypt fieldcourse, snorkelling and identifying species


 **Scottish Highers: Chemistry [A], Biology [B], Maths [B], Geography [B]**  Aug 2004 - Jun 2010

 Alford Academy, Aberdeenshire

Volunteering


 Whale & Dolphin Conservation (WDC): Cetacean Surveyor

 Jan - Apr 2015

 Trinidad Expedition – University of Glasgow

 Jun - Aug 2014

- Was a strong, sensible and responsible team member that became a vital and positive asset
- Collaborated on Leatherback Turtle nesting conservation project, worked with local charities
- Contributed to Amphibian Ecology research, captured Audio surveying and Chitrid swabbing
- Contributed to Bat Ecology research, caught, identified and surveyed bat species across habitats
- Essential qualified driver on expedition, was reliable and demonstrated great endurance

 Cyprus Expedition – University of Glasgow

 Jun - Jul 2013

- Worked for Turtlewatch Charity, ran local shop, gathered marine turtle tracking data
- Taught local schools and youth clubs of local marine conservation issues, completing workshops

Hobbies & Language

- 1st Dan Black Belt at Judo, PADI Open Water diver, strong swimmer, skier and sailor
- Portuguese (Brazilian) – Beginner