

CLARE FISHER

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Personal Details

I am a friendly, reliable and outgoing person who is committed to my work. Flexible within the working environment and able to adapt quickly to challenging situations whilst remaining calm, focused and positive. I enjoy meeting new people and welcome new challenges.

Key Skills

- Knowledge of camera and lighting equipment
- Proficient with Adobe Photoshop CS5
- Familiarity with both Macs and PCs
- Good interpersonal skills
- Knowledge of Microsoft office programs, with an average word count of 80 WPM
- Understanding of social media and networking sites

EXPERIENCE

Building Administrator July 2012 - Present

Four Corners,
121 Roman Road,
E2 0QN

- Volunteered for six months then offered a new position
- Responsibilities include managing 20 tenants that hire desk space, looking after gallery bookings and room hires and inducting new tenants to the building.
- Ensuring the maintenance and repair of everything on all 4 floors of the building.
- Raising awareness of the organisation via social media and marketing strategies, restructuring and updating the website.

Photographic Assistant 2012 - Present

Including Rob Clayton, William Selden, Jo Metson Scott & Alisa Connan

- Assisting photographers in the studio and on location, for advertising, corporate and editorial shoots.
- Tasks include setting up equipment, liaising with clients and helping with a variety of tasks.
- Has taught me how to work well in a pressurised environment and react quickly to help solve problems.

Bar maid & Waitress 2008 - 2012

Various restaurants & bars,
from pubs to 4 star hotels

- Worked in a busy team that provided high quality service to customers.
- Improved my communication and relational skills.
- Taught me how to cope under pressure and work as part of a hard working, motivated team.

**Administrator
Feb – Aug 2009**

Proppa Cars,
Trading Estate,
Pershore

- Put new products up on the company website and managed web content, editing pictures of products using Photoshop.
- Occasionally required to help with the company accounting system, Sage, which included inputting data and creating invoices.
- Dealt with customer enquiries and complaints, both over the phone and in email. Other tasks included filing, sending out post, answering the phones and general administrative duties.

AWARDS/QUALIFICATIONS

Norwich University College of the Arts, 2009 – 2012

- BA (Hons) Photography, 2:1

International Photography Awards 2012 (3rd place in Fine Art: Nudes Category)

AOP Student Awards 2012 (Shortlisted)

Pershore Sixth Form, 2006-2008

A Level Results

- Photography (Grade A)
- English (Grade A)
- Philosophy (Grade C)

AS Level Results

- Critical Thinking (Grade A)
- Drama (Grade C)

REFERENCES:

"I would highly recommend Clare for any assistant post within the arts. Since joining Four Corners as a volunteer in July 2012 she has become a very valuable team member. She has assisted artists and professional printers within our photographic darkroom facilities, meticulously organised admin systems for our creative desk space tenants and photographic studio, and invigilated the National Portrait Gallery's "Road to 2012" exhibition at Four Corners. All in all, she has been more than able and willing to turn her hand to every practical and administrative task we have given her. She is unquestionably reliable and confidential and an absolute pleasure to work with."

- Dave Than, Exhibitions & Projects Manager, Four Corners