

PHOEBE BATES

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About

A perceptive and creative student with an enthusiasm for the Arts. Can work well in a team and independently. Has the ability to lead projects and work well under pressure. Leadership and organisational skills gained from various work experiences, employment, and internships. A good listener and fast learner with a determination to succeed in all aspects.

Education

University of Edinburgh (2021–24)
Bachelor of Arts (Hons) Graphic Design
Predicted 2:1

Leeds Arts University (2020–21)
Foundation Diploma
(Graphic Communication)
Distinction

Rugby School (2015–20)
Swanbourne House (2006–15)

Skills

- Microsoft suite (Word, Excel and Powerpoint)
- Adobe suite (Photoshop, Indesign, Illustrator and aftereffects)
- Estimate Software (EstiPC)
- Slack
- Miro
- Canva
- Wix
- Asana
- Hootsuite
- Project management
- Phone/email etiquette
- Presentation skills
- Time management
- Copywriting
- Visual communication
- Brand strategy
- Sketching/ painting

Experience

Marketing Intern
Redmond Harvey Communications
Mayfair, London

June – August 2023
(Freelance at present)

- Attended potential and current client meetings, sat in on pitches and created pitch decks.
- Created brochures, logo's, copy, designed websites and brand identities for live clients and business development.
- An incredibly rewarding and intense time. I still occasionally complete freelance work in my spare time

Design Assistant
Salvesen Graham
Wandsworth, London

August 2023

- At this Interior Design company I spoke to suppliers and made the Design Teams life easier by re-organising files and documenting past projects.
- It was interesting getting to know a new company within an industry that I have previously worked within.

Work Experience
Howden Group
One Creechurch Place, London

July 2023

- Within Fine Art and Specie Insurance department I sat at different desks within the department which gave me an small but great insight of how the insurance industry and what a career within it could look like.
- Visited the underwriting desk at the Hiscox office to see the underwriting side, and not just the broking, which was interesting to see them work as one.

Industry Insight
Sarasin & Partners
St Pauls, London

April 2023

- Attended the Future Generations Investment training day, completed a short course on Understanding Investment: a comprehensive to global investment markets which has proved incredibly useful in broadening my knowlegde.

Solo Retail Assistant
Biscuit Clothing Ltd
Edinburgh

September 2022 – April 2023

- Part-time work at this independent retailer in-between studying involved working managing the store alone, greeting customers (typically HNWI), maintaining relationships and growing monthly sales.

Interior Design Assistant
Todhunter Earle Interiors Ltd
Cheslea Harbour, London

May – July 2022
June 2021

- Worked on projects based within London as well as internationally.
- Liased with suppliers and clients in-person and online, sourced fabrics and items, learnt EstiPC software and got a great understanding of the day-to-day aspects of how an fast-paced office functions.