

THOMAS HINCHCLIFFE

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Date of birth: 16th September 1988

Nationality: British

PERSONAL PROFILE

- High level research skills developed through completing a Masters in social history and digital media
 - Experience in fundraising on behalf of a national charity, requiring strong communication skills and commercial awareness
 - Passion for information technology, receiving an innovation award for 'Technology in the Classroom', a university wide competition
 - Fluent in French and intermediate level Spanish
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EDUCATION AND QUALIFICATIONS

2007-2008 **MA Social History and Digital Media**, Lancaster University

Dissertation: The relationship between technological advancement in the 20th century and popular culture.

The 'taught' course involved several major projects, including the development of a bespoke website and the authoring of a multimedia CD-ROM using Macromedia Director.

2004-2007 **BA English Language and Literature 2:1**, University of Leeds

Dissertation: The issue of youth and age in the works of Geoffrey Chaucer and John Keats.

Subjects studied included Renaissance poetry, Romantic and Victorian writers and 20th Century literature.

1997-2004 Fernwood School, Nottingham

A-levels: English (B), History (B), French (B)

GCSEs: 10 subjects at grade A-C including mathematics

AWARDS

- Kramer Scholarship Award – competitive grant awarded to facilitate the pursuit of innovative research at masters level
- Technology in the Classroom award for innovative use of digital media

EMPLOYMENT

June 2009 - present **Fundraising Assistant**, The Children's Charities Association,
Liverpool

- Developed strong working relationships with colleagues and funding organisations
- Produced funding proposals and created a database of current and potential donors
- Updated the website and co-ordinated a marketing campaign across the UK that resulted in a notable increase in donors
- Researched and wrote news articles, press releases and adverts to promote the Association to the general public
- Conducted phone interviews and visited a wide range of charities to promote the Association

2004-2007 Employed in **temporary jobs** that covered a wide range of roles, for example, administrative assistant, bar person, retail assistant and warehouse operative

KEY SKILLS

Teamwork

As an active committee member of the History Society at university I demonstrated the enthusiasm and motivation to operate as part of a large, multi-faceted team. The experience highlighted the importance of utilising individual strengths and establishing effective channels of communication.

Technical

I am confident and experienced in using a wide range of computer software. This includes Dreamweaver, Photoshop, JavaScript, Macromedia Director, Microsoft Word, Outlook, PowerPoint and Excel. I have an aptitude for technology and can adapt quickly to new developments.

Communication

Extensive independent travel, fundraising experience and regular presentations as part of my masters course has armed me with the self-confidence to work with people at all levels. As an administrative assistant I often had to respond to telephone calls on a wide range of issues, requiring quick-thinking, diplomacy and a professional manner.

INTERESTS

- Travelled extensively in Europe, particularly the Provence region of France
- Enjoy photography and working towards a City & Guilds qualification
- Cycling – recently took part in a charity bike ride from London to Brighton

References are available on request