

**THOMAS HINCHCLIFFE**

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**Nationality:** British

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**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 20<sup>th</sup> 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 20<sup>th</sup> Century literature.

1997-2004 Fernwood School, Nottingham

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

**GCSEs:** 10 subjects at grade A-C including mathematics

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**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**