

Nicola Andrews

nicolaandrews83@gmail.com
07914139662

A creative, expressive and caring individual who knows how to organise efficiently alongside recognising the needs of others. A wide range of experience in the creative and digital industry; self-aware, adaptable and dynamic, able to apply previously learned skills to all situations, professionally and personally.

SENIOR CONSULTANT – J9>HQ - LONDON (CONTRACT)

September 2015 – August 2016

J9>HQ is a small boutique recruitment company specialising in the London digital creative / design industry covering permanent and freelance roles. I met, coached and supported individuals enabling them to gain their ideal role utilising their talents, taking briefs from clients and head hunting in order to fulfil their business needs.

CREATIVE RESOURCE MANAGER – NAKED COMMUNICATIONS (Integrated Marketing Agency) - LONDON (FREELANCE)

January 2015 – August 2015

Naked is a very busy, fast paced, innovative and creative strategic integrated marketing agency and in my role of Creative Resource Manager I was very much in the beating heart of it all.

- Managed the diary and communications of the Head of Creative / Creative Director
- Responsible for the scheduling and work flow of the Creatives, Designers, Strategists, Tech, UX and Data team.
- Predicted and forecasted upcoming project clashes and skillset gaps, working closely with producers to obtain this foresight.
- Led the company weekly resource status meetings and daily stand-up meetings, communicating all work flow issues and encouraging the company business leaders to assist in prioritisation.
- In a hectic environment with continually changing priorities and milestones I acted in a firefighting capacity to provide considered project resource solutions.
- Responsibility for the management and hiring of creative freelancers and budgets, working closely with finance to ensure this was kept in line with company financial targets. This included management of equipment and paperwork.
- Worked very closely with HR to make sure all individuals' creative objectives were met and helped implement training and encourage industry progression.

GRAPHIC DESIGN STUDIO MANAGER – NATIONAL THEATRE - LONDON

October 2014 – December 2014

For a short but very sweet period of time I worked as the Studio Manager in the Graphics department at the National Theatre. I managed the workflow of the team of 8 digital, print designers and art directors. During my time there I decided they required someone with different skills for this role. I guided them on recruiting someone more suitable.

- Implemented a briefing process to help streamline the slightly chaotic workflow system.
- Interrogated briefs and work requests to ensure the team had all relevant information to proceed with the projects.
- Managed freelancer requests, bookings and relationships.
- Developed and maintained relationships with the theatre's marketing suppliers.
- Managed the timings and production of all printed collateral.

STUDIO MANAGER & Front of House – HAVAS WORK CLUB (Digital Marketing Agency) - LONDON

October 2012 – August 2014

After freelancing at Havas Work Club initially in 2012 as Front of House Manager they asked me to return again in June 2013 to freelance as Studio Manager for over a month. I returned again in November 2013 as Studio Manager remaining until August 2014.

As FOH my duties included:

- Being the friendly face of the agency, answering all agency phone calls, and transferring or taking messages accordingly.
- Booking all taxis, couriers and transport for individuals and projects.
- Managing and ordering all stationary, office supplies and food.
- Maintaining all meeting rooms and managing bookings.
- Organising client refreshment requirements and agency events.
- Handling post in and out, and signing and caring for packages.
- Ad hoc duties required by any of the 70 strong digital agency which included creative production assistance and pitch work.

As Studio Manager I managed the work flow and priorities of 35 people including Strategists, Creatives, UX, Designers and Developers.

TEMPORARY CONTRACTS & VOLUNTEER WORK

2013

I travelled a lot during 2013, which enabled me to gain more of that precious life experience:

March 2013 – May 2013 – Volunteering and mountain climbing in Nepal (details on page 3)

May 2013 – June 2013 – FOH food server, waitress, kitchen assistant & professional smiler – Popcorn Ltd. Catering Company.

August 2013 – I returned to Australia, and was offered the job as Creative Services Manager at HOST SYDNEY which included a business sponsorship visa. However, due to recent Australian immigration law changes, I fell slightly short of the requirements and my visa was declined. So I returned once more to the UK!

DIGITAL PRODUCTION/TRAFFIC MANAGER – IDEAWORKS/VML (Digital Advertising Agency) – SYDNEY

May 2011 – July 2012

IdeaWorks originally hired me on a freelance Producer contract and soon realized the benefits of someone with my previous resource skills and created a permanent role for me with sponsorship. I therefore hugely assisted and guided the growth of the team during a merger to become VML Sydney, one of Australia's top digital agencies. A few of my many responsibilities included:

- Managing the creative digital departments workflow consisting of approximately 150 live projects.
- Managing the MD's diary coordinating his time, priorities and projects.
- Instigating daily scrum meetings to ensure regular communications within the departments.
- Working with the Head of Digital, Technical Director, Art Directors, Social Planners and Producers to create timelines, deliverables, basic wireframes as well as prioritising in a hectic environment and managing the workloads of 15 people.
- Assisting with monthly billing ensuring targets were met and the necessary paperwork was in place to support.
- Managing the production and delivery of several campaigns for a variety of clients including Big W, Asics, Onitsuka Tiger.

DIGITAL TRAFFIC MANAGER – THE WHITE AGENCY (Creative Digital Agency) – SYDNEY (FREELANCE)

February – April 2011

In this role I was responsible for the efficient resource scheduling and optimal utilisation of the agency's development team consisting of 12 individuals with a mixture of HTML, JAVA, .Net and Flash skillsets.

DIGITAL PRODUCER – TEQUILA/TBWA – SYDNEY (FREELANCE)

December 2010 – February 2011

As a producer at Tequila (creative digital agency) I worked with numerous clients such as Nissan and Coopers Brewery to deliver high quality EDM's, Rich Media Banners and Standard Banner campaigns with consistently tight timelines and budgets.

PA TO THE CEO AND MD, ASSISTANT OFFICE MANAGER AND CREATIVE RESOURCE MANAGER – AGENCY REPUBLIC (Creative Digital Agency) – LONDON

September 2007 – November 2010

Starting on reception I soon progressed to Assistant Office Manager looking after 2 other receptionists, and took the role as PA for the CEO and MD for 3 months sabbatical cover.

I was offered the role of Creative Resource Manager in 2008 after covering the role on several occasions with great results and feedback.

I was responsible for the efficient scheduling and utilisation of the Creative and Technical departments consisting of approximately 40 people. I led the weekly delivery meetings, alongside the delivery director to ensure projects were on time, on quality and on budget.

LEARNING SUPPORT ASSISTANT – CORNWALL COLLEGE – ST AUSTELL, CORNWALL

January 2007 – July 2007

Assisted Learning Support in the Skills For Life department and on the then new government funded project "My Future" for pre-16 yr olds who are out of employment or education.

Education

- Cornwall College – Adult Numeracy Level 2 (2007)
- Callington Community College – 3 A-Levels, 10 GCSE's (including 2 A's) (1996 – 2001)

Training

- Introduction to Holistic Massage, 2016
- Screen Printing Workshop, 2010
- Influencing & Persuading Mind Gym, 2010
- WACL Powerful Persuasion Workshop, 2009
- Behavior and confrontation management, 2007

Personal Interests & volunteering

In March 2013 I volunteered in Nepal within a privately run orphans home. During this time I taught English and interacted with young children who had learning disabilities and lived in extreme poverty, using art, yoga and play to help stimulate and aid their development. I also taught English to nuns and helped out in a remote Monastery near the Tibetan border. Needless to say I was outside my comfort zone for the whole 10 weeks I was there but learnt a lot about myself and others, helping in every way I could.

I dabble with charcoal, pencils and paints as well as enjoying running, singing, drumming, dancing, surfing, yogaing, boxing..
(generally things with ing on the end)

I am also passionate about music, massage, beautiful design, the environment, sustainability, human and animal rights, the arts, philosophy and psychology.

References available upon request.