

Curriculum Vitae

Anna Trant

Personal Details:

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Personal Profile:

An enthusiastic, thorough and productive organiser with excellent communication skills & a proven ability to get the job done. A highly professional person who is adept at working with changing situations and under time constraints.

Key Skills and Experience:

- Organisation: Smooth running of shoot for a series of educational DVDs for doctors
- People: Working out what makes people tick to bring about the best result
- Fast learner: Quickly up to speed and productive on new projects
- Time management: Ensuring multiple event venues run to the same timetable
- Level-headed: Managing unplanned programme changes at events

London 2012 Olympics

Volunteer in the Olympic Park. Member of the Staffing Team which managed 2000 volunteers. Team given a 96% 'excellent' rating by spectators.

Employment History:

Date: April 2015 – October 2016	Company: Dartington Hall Trust	Position: Learning Events Co-ordinator
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- Manage a programme of 300 workshops, webinars and conferences across England.
- Line management of 3 permanent event administrators and up to 4 temporary staff.

Key achievements:

- Brought staff together into a new team, building a team identity within the organisation.
- Created and implemented new processes to improve the efficiency of event delivery.
- Creation of a new budget tracking and monitoring system.

Date: Oct 2014 – April 2016	Company: South Devon College	Position: Events & Marketing Officer (maternity cover)
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- Manage a busy programme of events across 6 College sites to drive recruitment of students. Organisation of graduation & awards ceremonies at external venues.
- Coordinate press, radio, outdoor & direct marketing campaigns.
- Work with staff across the College to identify and run new events.

Date: July–Sept 2014	Company: Paignton Zoo	Position: Functions Manager
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Summer work ensuring internal and external functions ran smoothly.

Date: April 2013 – July 2014	Company: The International Bunker Industry Association	Position: Events, Marketing & Membership Manager
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Key achievements:

- Management of annual convention in Hong Kong for attendees from 20 countries (budget £400,000).
- Review of Annual Dinner at the Grosvenor House Hotel in London, creating an updated format and a 12% increase in attendance (1200 guests).
- Venue site visits in the UK, Hong Kong, Hamburg, South Africa & Mexico.

Date: June 2010 - April 2013	Company: Royal College of General Practitioners	Position: Education & Events Co-ordinator
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Compile & run an annual programme of 40 events including budgetary responsibility, website management, delegate management, post-course mop-up.

Key achievements:

- Production assistant for 3 educational DVDs. Produced shooting schedule, liaised with actors and production company, procured props, kept shoot running smoothly & on time.
- Reinstated a failed awards evening. Achieved 36 nominations & 220 attendees.
- Revamped processes to make programme management more efficient.
- Achieved highest possible rating in my appraisal, one of only a handful to do so.

Date: February - April 2010	Company: Oxygen Live	Position: Events Assistant
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Temporary position working on government campaign: 27 one-day events in a 6 week period.

Date: April 2008 - June 2011	Company: Salsa Delirio	Position: Event Manager / PA
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Key achievements - Salsa Delirio was my own business:

- Stage management of shows and live music.
- Provided consultancy to turn a small event into a nationally-renowned dance festival.
- Developed a hotel-based event into a music & dance festival with 1000 attendees, involving multiple venues, 2 theatre productions, live music & dance classes.
- Celebrity Liaison Officer for Alex Higgin’s funeral in Belfast.

Event management services from conception to delivery: venue liaison, book performing artists, compile programme & rotas, recruit & manage volunteers, write marketing content.

Date: 2005 – June 2009	Organisation: Club Cubana / Pontins	Position: Stage Director & Dance Teacher (part time)
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Production of crew rotas & management of stage crew & teachers, 300-1500 participants.

Date: 2003 – 2007	Organisation: Nautilus Ltd	Position: Global Programme Manager
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- Production & management of oil industry training timetable: 250 courses in 15 countries lead by 120 tutors. Management of company website.
- Onsite fieldtrip management in Europe & the USA. Logistics, safety & risk assessments.

Date	Organisation	Position
2001 - 2003	BP	Geologist
1999 - 2001	FM Image Management	Project Analyst
May-August 1999	Freelance	Trainer, Microsoft Office
Mar 1998 - Apr 1999	Resource Management (Australia)	Senior Interpreter
Oct 1996 - Feb 1998	Amoco UK	Geologist

Training:

Emergency First Aid at Work (2015)	Advanced driving test, IAM (2002)
First aid for remote locations (2005, 2006)	Off-road driving training (2005, 2007)

Education and Qualifications:

- 1996** MSc Basin Evolution & Dynamics. RHUL. Amoco studentship. Distinction
1994 BSc Geology with Physics (Hons). RHUL. First Class
1999 Microsoft Office User Specialist: Word, Excel, PowerPoint
 A- Levels: ABB. GCSEs: 7 A grades & 2Bs

Interests:

I enjoy cooking and have a keen interest in good food - following a visit to Thailand I am teaching myself Thai cookery. I love travelling and lived in Australia for a year. I am a member of Paignton Zoo and have a keen interest in conservation. I am an 'aunt' to a close friend's dog and love spending time with her.