



Molly Hibbert

REFERENCES

- Mr Mark Miller, Assistant Director, Horsley Huber Architects, 134 Newport Road, Stafford, Stafford, ST16 2HB, mark.miller@hhastudio.com, 07730 576 260
- Mrs Sharon Harding, PA to Dean of Humanities at Keele University, 11 Galingale View, Newcastle-Under-Lyme, ST5 2GQ, Sharon.lello@hotmail.co.uk, 07944933216

CUSTOM SECTION

- National Citizenship Service, 2017-07-01, 2017-07-31, National Government supported social enterprise initiative. During this four-week programme I developed my confidence and skills, working as part of a team and on my own initiative. As part of the challenge our team raised £2,000 for a local charity.
- Coventry Figure Skating Club, 2010-01-01, 2018-12-31, I have volunteered at annual Open Competitions and other club events. Tasks have included timekeeping, catering assistant, runner, gate control and flower girl.
- St Michael's Church Fete, 2012-01-01, 2018-12-31, Involved in various activities.

ACCOMPLISHMENTS

- Created and developed a fully functional website.
- Bringing in more clients.
- Worked closely with leadership to develop content.

HOBBIES AND INTERESTS

- Figure Skating
- Film and Television
- Art
- Videography and editing
- Reading

EXPERIENCE

Marketing Manager Horsley Huber Architects - Stafford 01/2022 - Current

- Company Overview: Horsley Huber Architects Limited.
- Working as the Marketing Manager to help develop the practice's website and social media presence.
- Working alongside the senior architects to provide the best results for the company.
- Creating a portfolio for the firm to help boost clientele.
- Enhanced practice skills to increase client attraction.
- Learning the new skill of web design.

Bar Manager The Swan at Whiston - Penkridge, Stafford 01/2021 - Current

- Working part-time as a member of a team at a local country pub.

CONTACT

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SKILLS

- Dancing
- Art curation
- Web content development
- Photoshop expertise
- Multimedia production
- Adobe Premiere Pro and After Effects
- Social media community management

SUMMARY

Experienced Marketing Manager at Horsley Huber Architects in Stafford, adept at developing web content and managing social media presence. Proven ability to collaborate with architects to achieve optimal results. Concurrently working as a Bar Associate at The Swan at Whiston in Penkridge, demonstrating strong teamwork and operational skills. Proficient in Photoshop, Adobe Premiere Pro, After Effects, and multimedia production. Career goal: to leverage marketing expertise and creative skills to drive impactful digital campaigns.

- Working as a bar associate with responsibilities such as opening and closing the pub.
- Trained newly hired employees on service techniques, company procedures and safety processes.
- Fostered relationships with regular customers, building a loyal community around the bar.
- Working closely with a team, jumping in to assist if anyone needs help.
- Adapted to a dynamic environment and handled customer interactions.

Front of House Team Member Edgar's Restaurant & Bar - Penkridge, Stafford

01/2018 - 01/2022

- Working part-time as part of a small team at a local sheltered housing complex restaurant, which is open to non-residents.
- Tasks include waitressing, bar work, kitchen porter, and pot-washing.
- Enhanced skills in engaging with senior patrons, offering tailored assistance.

Volunteer Age UK South Staffordshire 01/2014 - 01/2019

- Charity that supports older people.
- I have volunteered for this charity by fundraising, participating in information events, and assisting the telephone Information & Advice Helpline.

Staffordshire Girl Guiding

01/2006 - 01/2019

- As a member of the Girl Guiding Association, I have been involved in events and fundraising activities
- This has enabled me to acquire leadership skills, become self-reliant and developed my sense of well-being and self-worth

EDUCATION



BA(Hons): Media, Communications and Creative Practice

Keele University, Jan 2022

GPA: 2:1

GCSEs: English

Wolgarston High School, 01/2014 - 01/2017

- GCSE English Language ■
- GCSE English Literature
- GCSE Mathematics
- GCSE Art and Design
- GCSE Music
- GCSE History
- GCSE Additional Science A and B

A-LEVELS: Media

Wolgarston High School, 01/2017 - 01/2019

- A-level Media
- BTEC Level 3 Art and Design
- A-level History