

KAREN NAYLOR MA BA (Hons)
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CAREER OBJECTIVE

Highly motivated team player and published writer, with leadership abilities developed through work and University, aims to advance a career in writing, building on skills and experience gained in PR role and in MA Writing for Performance and BA (Hons) Creative Writing & Identity degrees.

RELEVANT EXPERIENCE/QUALIFICATIONS

Public Relations/Marketing/Social Media support: PR Manager at AA Office Group, Windsor House, Harrogate. Press releases, marketing communications including blog posts, mail shots and social networking for the three interior design companies, and copy for the recently launched Work Furniture website.

Published Press Release: Press Releases for the Cleckheaton Literature Festival 2015/16 and advertisement for AA Office Design in the What's New section of the Yorkshire Post 10 February 2011.

Published Writer: Article published in Construction Industry News 12:08 on C2 Interiors AIS Award.

Writer of Theatre produced Monologue: A monologue entitled 'Rayvon's Party' written by myself was produced as part of the Write Now Festival, performed at the Lawrence Batley Theatre, Huddersfield on Saturday 13 March 2010.

Reviewer, The Public Reviews: On-line reviewer of plays at the West Yorkshire Playhouse. To view the review of The Lion, the Witch and the Wardrobe: www.thepublicreviews.co.uk.

Editor, Creative Writing Magazine: Appointed the Editor of the University of Bradford's 'Mudluscious' Magazine in the first year of my BA degree. Great teamwork and drive for results has characterised my leadership in the production of this magazine

Additional Writing: I have had two plays performed on local radio (Two Valleys), had numerous poems/short stories published in various anthologies – the latest Blood from the Quill will be launched in April, was short listed in the regional general fiction category in a competition run by 'undiscoveredauthors' for a science fiction novel and short-listed for a writing for children bedtime story competition in Writers Magazine.

EDUCATION

2007 - 2009	<i>University of Huddersfield</i> <i>MA in Writing for Performance</i>	<i>Graduation 17 July 2009</i>
2004 - 2007	<i>University of Bradford</i> <i>BA (Hons) in Creative Writing and Identity (2:1)</i>	
1993	<i>Bradford and Ilkley Community College</i> <i>RSA Teacher Training</i>	
1987 - 1989	<i>Huddersfield Technical College/B&I Community College</i> Typewriting RSA and RSAIL , Office Practice, Shorthand RSAL and RSAIL , English GCSE (B) and Word Processing RSAL	

WORK EXPERIENCE

2007-Present Chief Exam Invigilator, Heckmondwike Grammar School

- Casual chief exam invigilator for Heckmondwike Grammar has enabled me to use my skills as a writer in that attention to detail and timescale-driven deadlines are a day-to-day aspect of this position.
- Working alongside colleagues and students from varying social and ethnic backgrounds has enhanced my understanding of social and cultural trends and my skills as both a leader and a team player.

2013-2014 PR Manager, AA Office Group, Windsor House, Harrogate

- Production of all AA Office Group press and marketing publications, including the weekly mail shot to customers, blog post on the AA Office Furniture website and social networking for the AA Office and Work Furniture platforms, as well as targeted and direct mail sales letters.
- Copy and editing of the newly launched Work Furniture website and AA Office Group website which includes product descriptions for all the designer and standard office furniture.

2007-2011 Casual Exam Invigilator

- Part time work as a casual exam invigilator for Heckmondwike Grammar School (HGS), Earlsheaton Technology College (EHTC), Westborough High School (WHS), Whitcliffe Mount School (WMHS) and the University of Bradford (2007-2010) has given me valuable experience of providing excellent service, administration and communication skills in a demanding environment.

2004 – 2007 Mature Student Ambassador, University of Bradford

2003 - 2004 Sales Assistant, CJ Furniture, Redbrick Mill, Batley

1990 - 1997 Bradford Health Authority (BHA), Bradford

- Personal Assistant to the Director of Corporate Affairs which involved support to the Marketing and Public Affairs Managers - compilation of press releases, report writing and summarisation of documents to tight deadlines.
- Personal Secretary to the Assistant Director of Professional Standards/Assistant Director of Quality Standards where my duties included the collection and compilation of the Patient's Charter Standards for the three Providers in the Bradford and Airedale district for Government submission.

ADDITIONAL SKILLS

Event Planning, IT, Communication and Team Working Skills

I have completed the Kirklees MDC Event Planning 6 week course, including risk management and H&S and have organised and run the Cleckheaton Literature Festival.

Proven qualification in IT and lecturing gained through practical experience tutoring students in a classroom environment. One of my skill sets is providing inspiration to keep others focussed within pressured situations on tasks through to completion e.g. production and editing of 'Mudluscious'.

Poetry

I have previously written personalised poetry for weddings and special events and have had several of my poems published in anthologies. My next anthology book launch is to take place at the High Commission of India in London in November.

Festival Director Cleckheaton Literature Festival/Writers Group

I set up and run the Cleckheaton Literature Festival which runs annually in April/May. This year the Festival will run 21-24 April and 28 April – 1 May.

I have set up and run a Writers Group at Cleckheaton Library fortnightly, where I help other writers and advise them with their work. I also source published writers for workshops/talks to the members.

Driving Licence

I have a full, clean driving licence and I have a car.

REFEREE

Ms H Gardner

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