

# MADELEINE ASH

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## EDUCATION

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**2009-2013** Edinburgh University – Edinburgh

MA (Hons) History 2.1

**2006 - 2008** Northampton School for Boys - Northampton

A levels in History (A) English Language (A), Psychology (B) and General Studies(A).

**2001 - 2006** Sponne Secondary School- Towcester

GCSEs.

3A\*s and 9 As

## SKILLS

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- Proficient typing skills (55 wpm)
- Good understanding of MS (Word, Excel, Power Point and Access)
- Good understanding of Adobe InDesign
- Full, clean UK Driving License

## INTERESTS AND EXTRA CURRICULAR

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- Editor for the Culture Section, and writer for the News section, of Edinburgh Student Newspaper 'The Student'.
- Writer for *The Skinny*
- Treasurer for Edinburgh University Conservatives and Unionist Association 2011-12 session.
- Drama and Dance – Heavily involved in dance and drama at University with four separate theatre companies. Performed semi-professionally at Edinburgh Fringe 2012 with Broken Holmes Theatre Company.
- Sports – Currently play for Edinburgh University Ladies Rugby Club – First XV
- Music – Play Cello to grade 8 standard and spent many years performing at the highest level of county music.

## WORK EXPERIENCE

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2013 Broadway Baby Fringe Publication - Edinburgh

### **Dance and Physical Theatre Editor**

- Managing up to 50 reviewers, including scheduling 130 shows.
- Copy editing accurately and quickly.
- Preparing copy for both print and website publication.

2012 Broadway Baby Fringe Publication - Edinburgh

### **Reviewer**

- Working to tight 24 hour deadlines.
- Writing to a high, but still accessible, level about a variety

of topics including, theatre, dance and comedy.

2012 University of Edinburgh - Edinburgh

**Reviewer**

- Working to tight deadlines.
- Producing content on University events for the website.

2012 Wimbledon Tennis Championships – London

**Bar Staff**

- Providing good customer service and working calmly and efficiently in an incredibly busy environment

2012 The Insider Festival - Aviemore

**Section Manager**

- Creating the entertainment section of the festival
- Running the section through the festival period

2008 - 2012 The George Inn – Tiffield

**Bar Staff/Kitchen Assistant**

- Tasks included serving behind the bar, stock checking, food preparation and waitressing.

2008 Nationwide – Northampton

**Collections Advisor**

- Mainly working overdrawn accounts using transform, portrait and OCAR/OCMA/ NACM

2008 - Present Park Street Personnel - Northamptonshire

**Temp Staff**

- Covering a range of jobs including: receptionist for Porsche Centre Silverstone, events waitress and mobile dongle programmer for LiveWire Security Solutions.
- As temp staff I developed to be very adaptable and pick up task quickly and efficiently. Furthermore I had to work with a broad range of different individuals from one job to the next.

REFERENCES: AVAILABLE ON REQUEST

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