

Kathleen Bright

brightportfolio.com

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Self-taught, hand-coding creative: I am passionate about creating for the Internet. I love learning new skills and personal development. I am best contacted by email.

I run All Things Bright (inspirewithhope.com) as a personal entrepreneurship blog, sharing my experiences as a start-up Creative Director. I'm developing my PHP skills customising WordPress blogs, supported by training at Night Island. The last website I created (fashionmusicrends.com) - an exploration of subcultures, co-designed with a fashion student - was featured in Graduate Fashion Week in June 2007.

Skills

- Advanced: XHTML, CSS – hand-coding level; Mac & PC power user; CMS
- Intermediate: WordPress, PHP, *Dreamweaver*, *PhotoShop* – good working knowledge
- Basic: JavaScript, JQuery, Flash

Employment & Experience, Web Design

Web Producer, Net-A-Porter

Oct 2007 – present

www.net-a-porter.com | www.matthewwilliamson.com

- Liaising with Design & Editorial departments, communicating technical concepts
- Delivering content to a tight schedule every week – within 24 hours – ready for last minute changes & going live to the site's front pages
- Implementing urgent changes & prioritising projects

In this role I have developed a reputation for accuracy and taking the initiative.

Web Designer, Catch Digital

Aug 2007 – Oct 2007 (Contract)

www.catchdigital.com | babytv.tv | www.firstimagefilms.tv | www.homesbyfrontier.com

- Email newsletter marketing campaigns: Pixel-perfect HTML emails within tight deadlines
- Creating W3C-compliant XHTML & CSS web sites from PDFs & PSDs
- Designing and creating Flash banner concepts & advertisements

Creative Director, Night Island

May 2006 – Dec 2007 (Part-time)

www.nightisland.com

- Managing creative projects from conception to completion
- Optimising HTML & CSS, managing re-branding and creating original artwork
- Lead Web / Mobile Designer, Intelli-Call Ltd:
Gathered requirements, discussed specifications & presented designs for platform-independent message board, running on the Web & mobiles (3-month contract)

IT Assistant, AccountAbility

Jan 2006 – Jul 2006 (Contract)

www.accountability21.net

- Site admin & management
- Design & implementation of newsletters & web space; hand-coding HTML; graphics.
- Tech support (user support, liaising with support company); CMS applications

Position of great responsibility, as I had access to all user accounts. I deputised for two months – when my manager was injured I was the only member of the IT department in our two offices.

Inspire With Hope, my entrepreneurship site

Jan 2006 – present

inspirewithhope.com

- WordPress, including installation & hand-coding PHP for theme & plug-in customisation
- Site administration (including moderation, maintenance and statistics), SEO

Bright Light Gems, my online jewellery store

Jun 2005 – Sep 2006

- Commercial experience: Marketing, negotiating, networking, teambuilding
- Design & development: Planning, implementation, site management
- Designing and manufacturing jewellery, improved attention to detail

Further Employment

Administration Officer, Home Office

Sep 2005 – Jan 2006 (Contract)

- Excellent verbal and written communication skills, prioritising and multi-tasking
- Meeting deadlines, data entry, recording statistics and making calls to representatives
- Liaising with social services, service users and colleagues in offices across the country
- Booking accommodation for the destitute via phone, fax and mail
- Developing new procedures and training members of 11 regional departments
- Records management: Updating departmental and organisational databases
- Preparing casework for hearings within tight deadlines – often fewer than 24 hours
- Attending appeal hearings, writing minutes and reporting back to team with results
- Microsoft Office – including Word, Excel, Access and Outlook – advanced proficiency

Merit Sales Consultant, Next Retail Ltd

Apr 2003 – Dec 2007 (Part-time)

- Customer service, resolving customer complaints and responding to enquiries
- Supervising a team of five sales consultants & training staff, prioritising duties

Education & Qualifications

Croydon College (Online)

2006

Web Entrepreneur (NCFE Level 2 Certificate in Telematics)

- Site development, business skills, time-management

King's College, University of London

2002 – 2005

BA Religion, Philosophy & Ethics (2:1)

- Organisation, research, note-taking & essay writing, public speaking & presentations
- Distinction in AKC award; first class results for dissertation & oral presentation
- Student Committee: Organising events, advising at open days, interacting with parents

James Allen's Girls' School

1995 – 2002

- 3 A-Levels: 3 Bs (English Literature, Computer Studies & Religious Studies)
- 9 GCSEs: 1 A*, 7 As (includes English & Maths), 1 B

References

Available on request