

HELEN ELIZABETH SPENCE

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Seeking a position in the arts and cultural sector.

BA (Hons) 2.1 Fine Art.

Up to date knowledge and practice of contemporary art. Keen Interest in contemporary art and the history of art.

Proficient using Microsoft Office, Adobe Photoshop CS3 and Windows and Mac literate.

Excellent I.T skills with administrative and customer service experience.

Self- motivated, committed team player with excellent communication skills and a creative passion.

SKILLS

- Competent using a wide range of media specialising in contemporary sculpture and painting. Good knowledge and technical skills for installing work in exhibitions. Confident using digital and SLR camera equipment.
- Excellent research skills, having used a variety of research methods as an integral part of my degree, such as art journals, art publications, the Internet and visiting exhibitions. This developed analytical skills and an ability to manage time and multiply tasks efficiently.
- Organising art exhibitions has furthered my ability to work with others in a team. This involved working together to create a successful show on tight deadlines. Norwich Union and Southern Water have developed my ability to work in a large team and perform multiple tasks effectively under pressure.
- My degree taught me excellent self-motivation and drive due to its independent structure.
- Time-management was important, which has improved my independent practice and study skills.
- Good communication skills, PowerPoint presentations within my degree and working at Norwich Union and Southern Water taught me accuracy and to articulate myself clearly
- Good knowledge of Adobe Photoshop CS3, Quark and Illustrator.

WORK EXPERIENCE

2009 2 weeks, full time

Thomas Matthews Design Communication Company. Disney Street, Borough, London. Work Placement. Thomas Matthews is a Design Communication Company that strives to produce sustainable, environmentally friendly design. They highlight and educate people about these issues, through the use of sustainable design and the projects they do.

- Directly involved with the making, building and realisation of ideas for a sculpture/installation, as part of the 'Useful Simple Trust Fund' exhibition and launch party.
- Managed a team of workers to help make the sculpture/installation. Supervised them with the method and process needed whilst organising the quantities of the material

- Acted as a point of contact between the two companies 'Thomas Matthews' and 'Expedition Engineers' involved in the exhibition, updating them on the progress of the piece.
 - Helped around the studio at 'Thomas Matthews' with general duties such as; helping to design the colours for the sculpture/installation, making a scaled down version of part of the piece to find the quantity of material needed, design work on Illustrator, organising the studio.
 - This gave me invaluable experience of working within a design communication company and developed my knowledge and management skills.
- 2008 2 months, part time
- Fabrica Contemporary Art Gallery and Visual Arts Organisation. Brighton, Duke Street.**
- Helped with the installation, tidying and preparation of the gallery and running of current shows. Invigilated-acting as the main point of information and answering questions from the public about the show.
 - Duties such as assisting Vincent Mauger in building 'The Undercroft', an enchanting, architectural installation crafted from sheets of reconstituted wood. Gained knowledge of the management and administrative side of working in a gallery and furthered my technical and research skills.
- 2009 2 weeks, full time
- LHA Charitable Trust, Mcleod Ganj, Dharamsala, India.** I volunteered for the LHA charitable organisation in India, where I taught individual Tibetans and one Spanish student English. This was quite challenging but gave me confidence that I can learn and try new things.
- 2009 2 weeks, full time
- Rogpa Organisation, Rogpa Baby Centre, Mcleod Ganj, Dharamsala, India.** I volunteered at the Rogpa Baby Centre located in Mcleod Ganj. My job consisted of looking after the babies aged 1 to 3 years of age. This gave me some great childcare knowledge and was an amazing experience.
- 2000 1 week, full time
- West Park First and Middle School, Durrington.** I took part in work experience within this school where I assisted young children with their schoolwork. I specifically looked after and assisted the children with learning difficulties, which although was challenging I found extremely rewarding.

EMPLOYMENT HISTORY

- 2009 August- October
- Southern Water. Worthing, West Sussex. Customer Service Advisor. Billing Department. Temporary assignment.**
- Taking incoming calls from customers regarding their service from Southern Water.
 - Calculating payment plans using account displays, moving people in and out of properties, taking payments, explaining accounts and billing procedures, recovering debt. Use of SAP a complex computer system, detailing customer's accounts.
 - Multitasking was a major aspect of this role.
 - Highly pressurised, target orientated and time managed environment.
 - Developed my attention to detail, mathematical accuracy and confidence in dealing with customers whilst giving excellent customer service.

2008-2009 July- February

Norwich Union. Worthing, West Sussex.

Barclays Insurance Advisor.

- Responsible for a new promotion 'Price Pledge' in which I carried out a variety of administrative, I.T and phone work.
- Reading documents and making decisions about cash back, entering information onto spreadsheets using Excel, data entry using computer data bases, issuing cheques, filling, writing letters, answering phone calls.
- I also dealt with insurance queries, mortgage completions, cancellations of cheques, sorting through returned post, outbound calls, photocopying and printing policy documents.

2007-2008

Sofa Bar, Worthing,

Bar woman and waitress

2007-2008

The Greenhouse, Bristol.

Kitchen cook

2006-2007

The Works, Booksale, Worthing

Sales Assistant

2002-2004

TK Maxx, Worthing

Sales Assistant

EXHIBITIONS

2009

'Useful Simple Trust Fund Launch Party' Helped construct a large sculpture/installation for the Launch Party, celebrating the 'Useful Simple' trust fund set up by the companies 'Thomas Matthews' and 'Expedition Engineers'. Village Underground, Shoreditch, London. 12th November, 6pm-11pm.

2008

'The Show 2008' School of Fine Arts Degree Show, Main Gallery, Spike Island, Cumberland Road, Bristol. 13th June to 20th June, 6pm-9pm.

2008

'Crofts' Stokes Croft Fundraiser for The Peoples Republic Of Stokes Croft, artists, music and performance. Jesters, Stokes Croft, Bristol. Sunday 4th May, 3pm-late

2008

'Hide and Seek' Project Space One, Spike Island, Cumberland Road, Bristol. Tuesday 11th March, 5pm-6pm.

2007

'Sound Proof' Project Space Two, Spike Island, Cumberland Road, Bristol.

2006

'The Crypt' St Paul's Church, Coronation Road, Bedminster, Bristol.

2005

'Significant Others' Bower Ashton Campus, Bower Ashton, Bristol.

2005

'New' Bower Ashton Campus, Bower Ashton, Bristol.

EDUCATION

2005-2008

BA (Hons) Fine Art 2.1, University Of West Of England.

Units studied include: Meaning and Media, Developing and Exploring Fine Arts Practice, Contemporary Contexts, Visual Culture Individual Study, Self -Directed Fine Art Practice, Research and Professional Practice: Fine Arts.

6,000 word Final Year Dissertation. This explored the 'ready-made' art piece and role of the gallery space, discussing the critical debate surrounding its place in contemporary art.

2004-2005

BA (Hons) English Literature, unfinished, University Of West Of England. Although I did not continue this course I believe I furthered my writing and analytical skills as well as improving my grammar and ability to select appropriate literature to use as research. The Units I

Narrative Literature: Prose and Verse, Introduction to
Philosophical Studies 1: Theoretical Philosophy.

2001-2004

**A Levels: Art (D), English Literature (B), Psychology (C),
Human Biology (E).**

Worthing Sixth Form College, Worthing.

1997-2001

9 GCSEs grades A* - C including Maths and English.

Worthing High School, Worthing.

References

Charlotte Van Den Bogaert, Studio Manager at Thomas Matthews- Design Communication Company,
Disney Street, Borough, London, SE1 1JF Tel: 02074034281.

Wendy Lewis, Fine Art Tutor, University Of West Of England. 8 Central Hill, Upper Norwood, London,
SE19 1DT Tel: 0778 9070066

Norwich Union: Kelly Services (now Interaction), 14 Chapel Road, Worthing, West Sussex, BN11
1BJ. Tel: 01903 821163.