

LEANNE ORME

CREATIVE DESIGNER & MAKER

DETAILS

ADDRESS

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Oldham, OL43NX

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DATE OF BIRTH

15-08-1994

LINKS

[Website](http://silverpinecrafts.com)
silverpinecrafts.com

SKILLS

Adaptability



Ability to Work Under
Pressure



Communication



Creativity



Teamwork



Time Management



Fast Learner



Ability to Work in a Team



Ability to Multitask



Effective Time
Management



Computer Skills



Microsoft Office



Problem Solving Skills



Creative Thinking



PROFILE

Through my college and university studies I am used to working thoroughly while meeting multiple short deadlines. My creative background has helped me with problem solving and I enjoy finding ways of making jobs more efficient and organized. This has also given me an attention to detail, always striving to complete tasks to the best of my ability.

EMPLOYMENT HISTORY

Waitress, The Diggle Hotel

Saddleworth

Jan 2009 — Jan 2010

My duties included:

- Serving customers ensuring they were happy with their meal and the service they received, preparation of ingredients and deserts.

Sales Assistant / Stall Manager, Oldham and Middleton outdoor Market Mr. Bernard Culshaw

Grater Manchester

Jan 2010 — Jan 2015

My duties included:

- Setting up the stall in a presentable and creative way to attract customers
- Serving customers politely and answering and questions.
- Filling out and maintaining stock temperature charts at regular intervals.
- Responsible for general management of the stall, stock and takings.

Bar / Waitress, The Stamford arms & the Dysart's arms

Grater Manchester

Jan 2016 — Jan 2018

My role involved:

- Assisting with opening up which included cleaning, restocking and general bar maintenance.
- Greeting and serving customers in a polite and friendly manner, always trying to find the time to interact with them whilst making sure everything is in order and everyone seen to.
- Taking food orders and bookings over the phone and in person, serving food, clearing tables and assisting in the kitchen when needed.

Office Admin / Sales Assistant, The Liquidator LTD

Grater Manchester

Feb 2017 — Mar 2020

My role involved:

- Listing products on the internet Utilizing my skills in research to increase my knowledge on the product allowing me to give the best and most accurate description possible. And using my photography skills to give an accurate representation of products.
- Processing and Invoicing orders from both online and in the warehouse daily, overseeing dispatch and restocking
- Dealing with messages from customers, answering questions about products and dealing with inquiries and complaints in a polite manner
- Handling refunds and returns.

Customer Service



Web Design



HOBBIES

Nature & Landscape
Photography

Tai chi

Walking

Climbing

Painting

Drawing & Digital
Drawing

Arts & Crafts

Reading

LANGUAGES

English



- Managing warehouse staff making sure jobs and orders are being completed correctly

EDUCATION

BA HONS Degree in Three Dimensional Design (FIRST CLASS HONOURS), Manchester Metropolitan University

Manchester

Sep 2013 — Jul 2016

My study focused on metal work and I gained experience using both hand working and industrial techniques. I have experience hand cutting, silver soldering working in Silver, Brass, Copper and aluminum. Composing and delivering presentations, conducting a research report alongside my main project and using Publisher to produce a professional portfolio showcasing my work, for which I utilized my photography and Photo-shop skills using a mixture of daylight studio and external site photography. I have also gained experience in website building using a WordPress platform, and continue to use this website to showcase my creative work

Foundation in Art and Design (Distinction), Oldham college

Grater Manchester

Sep 2012 — Jul 2013

This course's primary function was to prepare for university learning and helped me to develop as a creative and design led student.

Extended Diploma in Art and Design (Distinction, Distinction, Distinction*), Oldham college

Grater Manchester

Sep 2010 — Jul 2012

This course over the three years developed my creative thinking, exploring a wide range of creative disciplines including: Life Drawing, Photography, Graphic Design, Pottery, Textiles, Mixed Media & Mark Making and Three Dimensional Design where i decided to focus my studies.

GCSE, Saddleworth School

Grater Manchester

Sep 2005 — Jul 2010

Maths (C), English (C), Science (C) Art (B), Religious education (A)

EXTRA-CURRICULAR ACTIVITIES

Summer Design School Volunteering, Manchester Metropolitan University

Manchesteer

Jan 2016 — Jul 2016

I assisted over 3 days helping to deliver a workshop for secondary school pupils, giving them an experience of how we learn in the art school and introducing them to new materials and techniques. Responsibilities where to make sure that the students were working safely in the metal workshop. Assisting the students with creative decisions, idea development and metalworking techniques.

Art Mentor Program, Manchester School of Art

Manchester

Sep 2015 — Jul 2016

DBS Certificate, Dec 2015 (clear)

Child protection training (Safe guarding and disclosure), Health and safety and inclusion, coaching, teaching and mentoring training, Micro-teaching, Planed and delivered a creative workshop at the art schools Out of schools open day.

Sorrel Foundation Saturday club Assisted on various trips with secondary school pupils around Manchester, responsible for keeping students safe and engaged in the activities. Assisted in various creative workshops including film, sewing, pop-up book making and drawing.

Degree Show / Exhibition, Manchester School of Art

Jun 2016 — Jul 2016

At the Manchester School of Art Degree show 2016, I exhibited my collection of handmade jewelry in a public display. I was awarded the Manchester Craft Centre's Spotted prize. See their blog post at (SPOTTED 2016: MMU | Manchester Craft and Design)

I also Produced a professional portfolio showcasing my work, business cards and a website/blog. I also Invigilated the show meaning I was responsible for the safety of all the work on display and interacting with the public about the work on display.

COURSES

Working and caring for animals in rescue centres (Advanced short course L3), Animal Care College

Mar 2020 — Present

CRAFTS

My Personal Work

Grater Manchester

Jun 2016 — Present

Since graduating from university i have continued to make and craft alongside employed work. I make homeware products mainly macramé wall hangings, jewelry and paintings that I sell online. I complete everything from sourcing materials, production, listing them for sale, dispatch and customer service. See my website for more information - silverpinecrafts.com

REFERENCES

Sharon Elliot

07710692767

Thank you for your time and consideration.