

## **Katherine Hardwick**

22 Redden Road  
Hartwell  
North Yorkshire  
YO7 4PQ

Tel/Fax: (01301) 653801

### **Profile**

Enthusiastic, responsible graduate with a Post-graduate Printing and Publishing Diploma and good organizational skills. Able to work independently using initiative and as part of a team to tight deadlines. With editing, desktop publishing, and keyboarding skills.

### **Training**

Has recently completed the Post-graduate Diploma in Printing and Publishing at the London Institute.

### **Skills gained**

- Design
- Desktop Publishing
- Costing & Estimating
- Letter Assembly
- Graphic Reproduction
- Screen Printing
- Printing Processes
- Data Processing & Information Systems
- Publishing Administration
- Print Finishing & Bookbinding
- Technology of Printing Materials
- Technology of Colour Reproduction

### **Experience**

- Three months' work experience with Quantum Publishing, a company involved in writing, editing, and publishing business and information technology texts.
- Word processing, research, and general office administration.
- Work with an Apple Mac using MS Word and QuarkXpress.
- Work experience at Elvira Professional Publishing and Eduform Online Publications.
- Currently working with Quantum Publishing as a paid employee with increased responsibility.

### **Education**

Degree BA (Hons) with major in English (2.2), Nottingham Trent University  
A levels English Literature  
Art & Design  
GCSEs Eight Grade C or above, including English and Maths

### **Interests**

Music: playing the saxophone.  
Riding a mountain bike.  
Cinema and theatre-going.

### **Referees**

Dr J. M. Barker, B.Sc., PhD	Mrs J. W. Pawsey
The Publishing Institute	29, Lower Redhill Lane
Castle Street	Downham
London SE1 65B	MN21 7ST