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**Sue Lawrence**

**Experience**

Fundraising, Large scales events as well as smaller community events, working with businesses, volunteers and celebrities..

Planning and project managing large scale festival music events, balls, fashion shows, as well as smaller grass roots events.

Costume designing for films and TV.

DVD production.

Accounts.

Running businesses.

Staff and volunteer management.

Publicity and media.

Excellent sales skills.

Computer literate.

Organised.

A multitasker.

**About me**

Fundraising and event management is something I feel I excel at. Working as a fundraiser for children’s cancer charities, has given me the confidence, knowledge and experience of fundraising with businesses, the general public and volunteers. Planning and producing events, large or small, to a high standard, and the ability to work on different projects at any one time, a multi tasker.

I have organised events at The Sage, The Hilton, Mal Maison The Theatre Royal to name but a few.

The roles I have had have been highly customer orientated, and I feel confident and comfortable speaking to people from all walks of life.

I have excellent sales skills, persuasive, but not pushy.

I am able to assess people very quickly, working out their needs and requirements.

I have excellent communication skills, verbal and written, and secured gifts, sponsorship and high profile celebrities in order to achieve successful outcomes with each event.

I can assess people very quickly which helps when trying to secure money or support, without being pushy. I am able to read people then guides how to speak and what you can ask for, but also know when no means no.

I am highly organised, an excellent time manager and can prioritise my work as and when required, having planned and project managed high profile events, and derive great satisfaction in doing so.

I am computer literate, am up to date with social media websites, Twitter, Facebook, Instagram and business networking sites, such as Linkedin, a vital necessity in many roles now.

I have administration experience planning meetings and preparing agendas.

Being creative, gives me inspiration, and many ideas evolve into amazing events, thoroughly enjoyed by all involved.

Working 9-5 isn’t in my nature, I work until I am happy that job is done fully, professionally and successfully.

I have a fantastic portfolio of contacts in the media, and entertainment industry, and know how to maximise publicity at every opportunity.

I am very enthusiastic, and have been told it is infectious,

Here are some examples of events that were my idea, and project managed from beginning to end.

<http://www.theatreroyal.co.uk/whats-on/josies-dragonfly>

<http://thesagegateshead.org/event/tomas-eurovision-reunited/>

<http://www.chin-up-charity.org.uk/i-find-your-love/>

<http://www.tomafund.org/Events/Events.php?EventsID=61>

http://www.tomafund.org/News/News.php?NewsID=53

**Employment**

**Nov 2017.Beamish Museum**

Food engager. My role is dressing as an Edwardian lady, working in all of the food departments. Engaging with visitors, telling the history, making the visitor experience, enjoyable, and memorable.

**2014- Freelance designer and event planner.**

All aspects of event planning and project managing the event, negotiating deals with the venues, the vision, publicity and securing entertainment and gifts.

**2013-2017 Partner in Chic Shed Designs**

We upcycled furniture, sold vintage, made soft furnishings.

Along with my creative skills, I have excellent sales skills, employed staff and recruited volunteers, accounts and publicity.

**2012- 2014 Abbeyfield Society, Corbridge, House**

House manager of a sheltered house in Corbridge. Caring for residents, cooking, managing books, health and safety.

**2011- 2012- Toma Fund: Children’s cancer charity.**

I was a fundraiser for a children’s cancer charity, this involved organising events, some high profile working with celebrities, staff and volunteers, as well as smaller grass root events, as well as businesses. Planning, project managing dealing with budgets and publicity.

**2010- 2011 Josie’s Dragonfly Trust: Children’s cancer charity.**

I had two roles whilst working for this charity, one was to manage the gift shop, but I also organised events and other fundraising activities. Dealt with all aspects of running a gift shop, along with events production.

**2008- 2010 Owner manger Martha’s Tea Room**

I took over a run down dirty tea room, that was running at a loss, and through hard work and commitment, was grossing £100,000 within two years. Dealing with budgets, staff, customers, publicity and serving delicious home cooked food.

**2005- Ongoing Freelance costume designer, runner, producer.**

Having gained an arts degree I began working on TV and films sets, designing and making costumes, as well as running wardrobe departments.

**2006- 2007 Freelance fundraiser for Chin-Up, a children’s hospice service charity.**

This role was to raise funds and the profile of the charity through high class

 fashion shows and events, as well as grass roots fundraising.

**2001-2002 Manhatten Bridal Wear Eldon Gardens, Newcastle.**

Part Time sales and minor alterations, to fund my degree course, it gave

me excellent sales experience.

1999- 2000 Corbridge Middle School, classroom assistant.

 1997-1998 Weekly article for local newspaper on crafts, soft

 furnishings, upholstering.

 1994-2000 Self Employed Papillon Interiors.

 Self employed Interior Designer.

1987-1988 Sheepskin Warehouse, Keswick, Cumbria.

 Manageress

 1986-1987 Edinburgh Woollen Mill, Keswick, Cumbria.

 Assistant Manager.

1981-1986 Cumbria Ambulance Service, Keswick:

Qualified Ambulance Woman. The first female in the station as an emergency ambulance woamn, dealing with all kinds of emergencies.

 **Education**

Northumbria University 2005 - BA Hons Fashion

Queen Elizabeth High School, Hexham - 'A' Level Art

Cumbria College of Art and Design -Foundation course.

Queen Elizabeth Grammer School- Penrith

5 'O' Levels

Art A

English C

Maths C

Music C

Human Biology C

Craft C

**References**

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Hobbies Theatre, Travel, Eating out, Reading.