

# Curriculum Vitae

## Clair Willett

**SPECIALISMS:** FINE ART, DESIGN, GRAPHICS, PHOTOGRAPHY, SOCIAL MEDIA DEVELOPMENT, ARTS WORKSHOPS AND TEACHING, CUSTOMER SERVICE, WORKING IN POSITION'S OF RESPONSIBILITY, ACCOUNTABILITY, HEALTH AND SAFETY MANAGEMENT, RISK ASSESSMENTS AND POLICY WRITING, TEAM PLAYER, TEAM LEADER, TILL USAGE, TILL BALANCING, BUSINESS BANKING AND DEPOSITS, ADMINISTRATION, RECEPTIONIST, DATA ANALYSIS, MANAGEMENT, REPORT WRITING, ANIMAL CARE, OUTDOOR ACTIVITIES, GALLERIES, SCHOOLS, SALES, LIBRARIES, HOSPITALS AND HEALTHCARE. DISABILITY ADOVCACY AND AWARENESS, BASIC SIGN LANGUAGE KNOWLEDGE. RETAIL, SALES, POS AND SHOP DISPLAYS, STOCK MANAGEMENT

**QUALIFICATIONS:** **PGCE (60 MASTERS CREDITS): DESIGN TECHNOLOGY.** Staffordshire University. 11  
**BRITISH SIGN LANGUAGE. LEVEL 1.** South Staffordshire College.10  
**BA (HONS) BACHELOR OF ARTS IN FINE ARTS. 2:1** Staffordshire University and UAL. 10  
**HND SCULPTURE, SCULPTURE - FINE ART. DISTINCTION.** Stafford College. 08  
**OCN LIFE DRAWING. OCN CERAMICS.** Stafford College. 07.  
**BTEC FOUNDATION ART AND DESIGN. DISTINCTION.** BIAD. 06  
**A LEVEL - FINE ART A, HISTORY B, FILM STUDIES B, ENGLISH LITERATURE B,** Chasetown High School. 04

### TRAINING:

**NPQML – Landau Forte Academy Sixth Form** 13-14.  
**HEALTH AND SAFETY AND CORE DT TRAINING.** 14  
**SOLIDWORKS SOFTWARE TRAINING –** 13  
**DENFORD CAD/CAM TRAINING -** 13  
**ASPIRING MIDDLE LEADERS –** Fairfax School. 12  
**EDEXCEL A LEVEL PRODUCT DESIGN –** Edexcel .11  
**CEOPS -** Staffordshire University. 10  
**PRO-ENGINEER TRAINING.** Staffordshire University.10  
**SUBJECT KNOWLEDGE ENHANCEMENT.** 2 weeks. Staffordshire University. 10  
**CONFLICT RESOLUTION TRAINING.** NHS. 09  
**CHILD PROTECTION TRAINING.** NHS.09. Updated every year since.  
**PROTECTION OF VULNERABLE ADULTS TRAINING.** NHS. 09  
**FIRE TRAINING.** NHS 09  
**CUSTOMER CARE TRAINING.** NHS 05. Walsall Council 07  
**HEALTH AND SAFETY TRAINING.** NHS 05 and 09.  
**FOUNDATION CERTIFICATE IN FOOD HYGIENE.** 05  
**I.T KEY SKILLS – Level 2.** 02

### PROFESSIONAL EXPERIENCE:

**CREW MEMBER. McDonalds. Burntwood. Part time**  
Customer service, serving food, running drive through and taking payments. JUNE 16- Present.  
**SEASONAL TEAM MEMBER. Game. Lichfield. Part time**  
Front of store welcoming customers, selling of and advising on products and purchases, replenishing stock, changing and adapting POS displays. NOV 15 –JAN 16.  
**HEAD OF BUSINESS DEVELOPMENT. Univibe Audio. Birmingham. Part time.**  
In charge of developing new streams of revenue for the business, including funding applications, artist development, promotions, social media, PR, and events. AUG –SEPT 15.  
**FREELANCE ARTIST/WORKSHOP FACILITATOR. Self employed artist undertaking commissions, exhibitions and workshops.** Notably providing creative art workshops and tuition for various

organisations including: Lichfield District Council, Telford Mind, Creative Arts for Health, the New Art Gallery Walsall and Shire Hall Gallery. APRIL 09 –DEC 14.

**TEMPORARY RETAIL ASSISTANT G&M Pets. Part time covering for sickness and low staffing.**

Serving customers, advising customers on products, taking payments, using cash till and card machine, stock control, displaying products on POS and ensuring shop is tidy and safe for customers to use. Monitoring shop on CCTV and answering telephone for orders and enquiries. JULY 2014.

**CURRICULUM LEADER: PRODUCT DESIGN. Landau Forte Academy Tamworth Sixth Form.**

In charge of teaching Product Design, and accountability for all quality assurance and results for the subject at the sixth form. AUGUST 2013 UNTIL AUGUST 2014.

**SUBJECT LEADER: FOOD AND DEVELOPMENT. Fairfax School. Sutton Coldfield.** Management and accountability for a team of teachers in Design Technology subject areas KS3 –KS5 of: Food, Textiles, Health and Social Care and Child Development KS3 to KS5. Teaching KS3 Graphics. KS4 Graphics, child development and Food and Nutrition. SEPTEMBER 2012 - AUGUST 2013

**TEACHER OF GRAPHICS. Fairfax School. Sutton Coldfield.** Teaching Graphics and Product Design from KS3 up to A Level standard. JULY 2011 – AUGUST 2012.

**PGCE – STAFFORDSHIRE UNIVERSITY. Design Technology.** First placement: Sir Graham Balfour School, teaching KS3 and 4 Graphic Products. KS3 Resistant Materials. A Level Product Design Second placement: Chase Terrace Technology College: Teaching KS3 Food, KS3 and 4 Resistant Materials and Graphic Products. Extracurricular clubs. Working with and in local primary schools to teach Design Technology.

**DOMESTIC ASSISTANT. NHS.** Part time work in health centres providing specialist cleaning services and safe disposal of hazardous materials and waste. MAY 09 – DEC 09.

**EXAM INVIGILATOR.** Woodhouse High School. Tamworth. Part time work setting up examinations, following exam board procedures, supervision and support of pupils in exams. MAY 09 – SEPT 09

**RECEPTIONIST.** University of the Arts London. Administration duties and reception work, retail and sales of products. SEPT 08 –JAN 09.

**LIBRARY ASSISTANT.** Part time with Walsall Council in libraries general day-to-day library duties, including use of I.T, stock management, information searches and cash handling. Craft and story workshops with children, and promotional activities. APRIL 07 – SEPT 08.

**PRODUCTION ASSISTANT AND DESIGNER. SOCCER BUDDY INTERNATIONAL LTD. Walsall.**

Workshop and Production assistant–part time post assist the production of products, manual, using large format printers, responsible for laying vinyl graphics. AUG –DEC 06

**SKILLS AND**

**EXPERIENCES:**

HIGHLY ORGANISED, TEACHING, ARTS WORKSHOPS, FREELANCE ARTIST, DATA ENTRY, EXCELLENT COMMUNICATOR, TEAM MANAGEMENT, PROFESSIONAL USE OF SOCIAL MEDIA, MARKETING, BUDGETS, EXCELLENT CASH HANDLING. SALES. TILLS. CREDIT CARD SALES. TILL BALANCING, RESPONSIBLE FOR COMPANY CASH DEPOSITS. SECURITY- KEY HOLDER, TEAM LEADER, TEAM WORKER, WORKS WELL IN TEAM AND ALONE. WOOD WORK. METAL WORK. BASIC WELDING. POWER TOOLS. EXHIBITION HANGING. KNOWLEDGE DIGITAL PHOTOGRAPHY AND PRINTING. CANVAS STRETCHING. PHOTOSHOP. PAINTING. CERAMICS OCN. CERAMIC GLAZING. PAINTING. LIFE DRAWING OCN, LIFE MODELLING OCN. FELT MAKING. WEAVING. LAYING VINYL GRAPHICS. PRODUCT FINISHING. CASTING AND MOLDING. RESINS. HIGH LEVEL OF ICT SKILL.EXPERIENCE IN WINDOWS AND MAC SYSTEMS. PHOTOSHOP.