

LIZ BALDWIN

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lizzyb1977@excite.com

CAREER HISTORY

2009

VOLUNTARY WORK - Millennium Elephant Foundation, Sri Lanka

SITE CO-ORDINATOR - Beachdown Festival, Brighton

CAMPSITE OFFICE MANAGER - Sonisphere Festival, Knebworth

SITE ASSISTANT - Oasis, Cardiff

SITE ASSISTANT - Take That "The Circus" Tour, UK

EVENT CO-ORDINATOR - Taste of Spain, London

2008

PRODUCTION ASSISTANT - Will Young "Let It Go" Tour, UK

SITE OFFICE MANAGER - The Magic Loungeabout, Coxwold

PRODUCTION MANAGER - British International Motor Show Music Festival, London

SITE ASSISTANT - T In The Park 2008, Kinross

SITE OFFICE MANAGER - Gatecrasher Summer Sound System, Turweston Aerodrome

EVENT CO-ORDINATOR - Nintendo Wii Fit Launch, London

2007

EVENT CO-ORDINATOR - Sunseeker Distributor Conference, Great Exuma, Bahamas

SITE OFFICE MANAGER - Red Bull Air Race, London

SITE ASSISTANT - T In The Park 2007, Kinross

SITE OFFICE MANAGER - RAF Spirit of Adventure, Abingdon

EVENT CO-ORDINATOR - Gibson Guitars, London

VOLUNTARY CONSERVATION WORK - STENAPA, St. Eustatius, Netherlands Antilles, Caribbean

2006

VIRGIN MEDIA RE-BRAND PROJECT CO-ORDINATOR - ntl:Telewest, Hook

EVENT CO-ORDINATOR - Bamboo UK Ltd, London

EVENT CO-ORDINATOR - The National Trust at Sandham Memorial Chapel, Burghclere

EVENT CO-ORDINATOR - The National Trust at The Vyne, Basingstoke

2000 - 2006

TRANSMISSION LINES PROJECT CO-ORDINATOR

Transfield Services E&T New Zealand Limited, Christchurch, New Zealand

Dec 04 – April 06

PERSONAL ASSISTANT

Carters, Christchurch, New Zealand

July 04 – Dec 04

CAREER BREAK

Round the world trip

July 03 – July 04

DELIVERY MANAGER SOUTH AND WEST EUROPE

Teliasonera International Carrier UK, London

Sept 02 - May 03

DELIVERY CO-ORDINATOR

Teliasonera International Carrier UK, London

June 00 – Sept 02

TRAINING

2007 to present

AutoCAD.

Reiki I and Reiki II.

Leadership course with The National Trust.

2004 to 2006 Transfield Services E&T New Zealand Ltd

General

Making Financial Sense of Your Business; Contract Management; Project Management; First Aid.

Industry specific

Explosives Training - Implo Xeconex Connectors: Approved Handler of Explosives; Safe Work Practices in the Electrical Industry.

2000 to 2003 Teliasonera International Carrier UK

General

Ericsson: Project Management with PROPS; MS Project; MS Excel; MS Word; MS PowerPoint; First Aid.

Industry specific

Work experience in Stockholm; Alcatel University: Transmission and SDH; Siebel TIC 1.0; Martis DXX course; Introduction to Communication Networks; Introduction to Least Cost Routing Equipment, Jumpering, Protocol Converters and Data Build.

EDUCATION

1996 to 2000 The University of Bath

BA (Hons) in Modern Languages with French and ab initio Russian.

Awarded a scholarship from Sun Life of Canada.

Social Secretary of the Lifesaving Club.

1998 to 1999 Year abroad

Semester 1: Université de Savoie, France

Semester 2: Moscow Linguistic University, Russia

1993 to 1995 Cricklade Tertiary College, Andover

'A' levels: Maths, French, English Literature; GCSE: Spanish

1988 to 1993 Testbourne Community School, Whitchurch

10 GCSEs, grades A-B including Maths and English.

PERSONAL DETAILS

Nationality: British

Transport: Full clean driving license

Address: Based in Hampshire

References and detailed CV are available on request.