HANNAH WIGHT

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SUMMARY

- Italian to English translator with broad experience across a range of environments, such as education, business communications, music, marketing, pharmaceuticals, and technology.
- Strong academic record with a commitment to continuous professional and personal development; ability to assimilate new concepts quickly and implement them effectively.
- Extensive IT capabilities, including Adobe Creative Cloud, Google Suite, Microsoft Office packages, and web development apps.
- Understanding and practical implementation of B2B & B2C marketing using social media, digital, and print channels
- Commitment to quality, customer service, and delivery to timelines.
- Ability to work independently or as part of a team as required; motivated and keen to accept new challenges.

EXPERIENCE

Admissions Manager • Saïd Business School, University of Oxford • January 2020 – Present

- Responsible for oversight of the postgraduate admissions cycle, including student recruitment, marketing activities, customer service, and data analysis & reporting.
- Systems analysis, development of admissions software and internal processes.
- Leading admissions committees for postgraduate entry and liaising with a range of stakeholders, including faculty and financial institutions.

Communications Manager • Greene's Education • April 2019 – December 2019

- Overall planning for and daily management of social media, digital, and print communications activities, including:
  - Copywriting for and editing of promotional and educational materials for a variety of audiences, including social media content, blog posts, website content, newspaper and magazine editorials, prospectuses, and textbooks
  - Localisation of website, social media, and other marketing copy for overseas affiliates
  - Graphic design for print and digital use using Adobe Creative Cloud apps and HTML
  - Project management for marketing campaigns where multiple affiliates and/or international third parties were involved
  - Analysis of lead generation from all of the above, providing detailed information on the affiliates' key demographics for the first time in the company's history and thus providing an evidence-based foundation for future marketing activities.
- Re-designing, building, and making continual updates to the company's websites and academic management systems, including full-stack coding in PHP, HTML, and CSS.
- Regularly reviewing and updating company policies, handbooks, procedural and legal documents, and other reference & compliance resources.

Centre Registrar • Greene's Educational Services (affiliate of Greene's Education) • January-April 2019

- Client liaison and relationship management with a variety of individuals and organisations, provision of academic advice, and business development in both verbal and written formats.
- Representing Greene's at local and national education and careers exhibitions, generating and managing leads for Greene's academic services.
- Training staff and tutors in complex procedures and new technologies in both UK and overseas affiliates.

Exams Administrator • Greene's Tutorial College (affiliate of Greene's Education) • November 2017-January 2019

- Ensuring complete and ongoing compliance with exam board and statutory regulations.
- Responsible for all stages of administering public and proctored examinations, including training and coordinating invigilators, examiners, and Exams Office administrative staff.

- Coordinating and administering arrangements for candidates with Special Educational Needs and Disabilities.
- Creation and updating of company policies, procedural documents, and other internal reference materials.

Exams Assistant • Greene's Tutorial College (affiliate of Greene's Education) • November 2016-November 2017

- Coordinating public exams for internal and external candidates.
- Liaising with exam boards, students, and parents to ensure smooth running of exam series.

Project Coordinator (1-year FTC) • Oxford PharmaGenesis • 2015-2016

- Use of document management and legal review systems, rapidly learning new systems and developing & delivering training materials on these for internal use.
- Proof-reading and review of projects, in particular providing a lay perspective for patient-focused documents.

Web Developer & Trainee Project Manager • Galbraith Wight Ltd • 2014-2015

- Designing and building the company's website, involving full-stack coding, and presenting progress reports to senior management.
- Collaborating with consultants to produce pharmaceutical professional training materials and frameworks for market access.

EDUCATION
MA • University of Bristol • 2019-2021

- Translation (in progress), including units in applied translation and translation theory

MA • University of York • 2014-2015

- Solo Voice Ensemble Singing (Merit)

BMus (hons) • King's College, University of London • 2010-2013

- Music (2:1), including modules in musicology, music history, and performance

Flexible Programme of Study • Trinity College of Music • 2009-2010

- One-year undergraduate course in Early Music

COURSES
Web Development • Makers Academy • 2014

- 12-week programme of study in web development, covering Ruby, HTML, CSS, databases, and web security considerations

PLIDA Certificate in Italian Language • Scuola Dante Alighieri, Siena • 2013

- CEFR C1 ("professional fluency") Certificate awarded

LANGUAGES
- English (Native)
- Italian (C1)
- French (B2)
- Spanish (B2)

INTERESTS
Alongside my work, I maintain my interest in music performing in choirs and as a soloist nationally and internationally, including recording albums and appearing on national radio. Further hobbies and interests include rock climbing and bouldering, writing and editing fiction, amateur entomology, and health economics.