

## SARAH CLARK

### PROFILE

- A talented web and print writer with experience in journalism.
- An adaptable person, capable of managing several projects and deadlines at one time. Well known for being able to step in and cover for office-based colleagues when necessary.
- A creative individual and a natural problem solver, excellent at seeing the bigger picture and finding solutions.
- A hard worker, reliable and thorough, who has managed a full time job at the same time as writing and running a website.
- A naturally inquisitive person with an aptitude for research and a desire to learn new skills.

### CAREER HISTORY

#### **Government Office for the East of England - December 2004 to present**

The Government Office for the East of England is part of the Department for Communities and Local Government, which covers regional and urban policy, local government, planning, housing and regeneration. Sarah joined the organisation as an Administrative Officer in 2002, as part of the corporate group, and specialised in communications and events.

Sarah was promoted in December 2004 to Executive Officer, and took on the role of **Publicity & Communications Co-ordinator**, gaining two administrative members of staff to manage. Her first project was the successful implementation of the Government Office Contacts Database, a national project that had to be delivered in each individual regional office.

In January 2006 Sarah project managed and produced the Regional East of England Public Health Group's external newsletter, in the absence of their communications officer. She commissioned the content, arranged the production, sourced the images, designed the layout in MS Publisher and delivered the newsletter virtually single-handed.

Sarah's main day-to-day responsibilities are for the internal newsletter, of which she is editor, contributing to and commissioning for corporate publications, and event management. In 2006 the role was expanded to include responsibility for publishing to the external website, researching news and items of interest and keeping the content fresh.

#### **August 2002 – December 2004**

Sarah started in the Government Office as an Administrative Officer, organising internal and external events, compiling attendance lists and liaising with caterers and venues. She also took on the role of co-ordinator for all the general enquiries that came into the office, and joined the editorial board for the internal newsletter, contributing articles on the team and general interest features.

Sarah spent six months working for the Learning Support team at GO East, in order to get some experience of a particular area of policy work. Her initial project was to create a database for the team contacts, and general event support work - until she took on responsibility for producing the Learning Support Newsletter. Sarah produced two issues of the publication. She volunteered to become Publicity Officer for the gym committee, and increased membership by around 20% by introducing a web-based fitness & well being newsletter, publicising the gym facility across the office, and devising office initiatives such as a pedometer challenge and competitions to win personal training sessions.

#### **Flag Communication – May 2001 to November 2001**

Sarah was Assistant Print manager for Flag, a design and communications agency that specialises in corporate CSR reporting and graduate recruitment. She liaised with printers to

obtain the best quotes for projects; carried out pre-press checks; attended meetings with clients and assisted with ad hoc projects.

### **Beauty & Health Publishing - June 2000 to May 2001**

Sarah was Features Editor for Spa Plus, Nails Plus and Salon Plus, three trade magazines aimed at the beauty industry. In addition to commissioning, writing and editing features, Sarah attended national trade events, interviewed industry figures, and worked with the editors to plan innovative and entertaining features for all three magazines.

### **Trading Standards – January 1995 to August 1999**

Sarah was Advice Officer for both Cambridgeshire and Suffolk Trading Standards Departments. She gave advice and assistance to enquirers on their consumer rights; intervened in disputes; set up Advice Surgery arrangements with local Citizens Advice Bureaux; attended events on behalf of the service; designed consumer literature.

### **Cambridge & Ipswich County Court. - May 1989 to January 1994**

As an Administrative Officer, Sarah spent a great deal of time as Judge's Clerk, listing cases, attending court, drafting court orders & injunctions and liaising with parties & legal representatives. She was adaptable and able to work in every part of the court office, advising on procedures from divorce to debt and bankruptcy. Her main achievement was reorganising the Cambridge Trial Centre and introducing new procedures that led to a more efficient service.

## **OVERALL SUMMARY OF ACHIEVEMENTS**

- Promotion to Executive Officer in the Government Office and managing two members of staff, one of whom has since been successful in the Civil Service Fast Stream and now works in London.
- Project managing several events and publications for the Government Office, including the voluntary Gym Committee work, which increased membership and raised the profile of the facility.
- Simultaneously managing to hit tight deadlines for three print publications, one bi-monthly and two monthly. Gaining experience as a freelance writer after leaving Beauty & Health Publishing and carrying out several projects on a freelance basis to the clients' satisfaction – while working full time.
- Creating 'Relentlessly Positive' – learning to use Dream Weaver and other web software, publicising the site and writing/editing the content. The website has been favourably reviewed in Web User magazine, Health & Fitness magazine and Spirit & Destiny magazine (to date) and Sarah has been interviewed on the radio.

## **QUALIFICATIONS**

2005	<b>Quark Xpress basic training</b>
2004	<b>Level 2 Reiki Practitioner (CCHC)</b>
2003	<b>Paralegal Vocational Studies – Level 2</b> - Institute of Legal Executives
2003	<b>Diploma in Freelance &amp; Feature Writing</b> – London School of Journalism
1990-2	<b>'A' Level English &amp; Sociology</b> - studied part time at Suffolk College
1987	<b>O Level English, Maths, French, Biology &amp; Sociology</b> – Westbourne School, Ipswich

## **INTERESTS**

Currently writing a book, and running the Relentlessly Positive website. Also enjoys reading, travelling, films and is a fully qualified Reiki practitioner.