

SKILLS AND QUALIFICATIONS

- + Member of the Chartered Institute of Editing and Proofreading with excellent English language skills
- + Project management expertise, including budgeting and scheduling using tools such as Airtable, Smartsheet and Trello
- + Effective relationship building and communication including working with remote teams
- + Strong computing skills, including:
 - o Windows and Mac operating systems
 - o Microsoft Office (Word, Excel, PowerPoint, Project)
 - o Google apps (Docs, Sheets, Slides)
 - o Adobe Creative Suite (Acrobat, Photoshop, Illustrator, InDesign)
 - o Websites (HTML, WordPress)
 - o Social media (Facebook, Instagram, Twitter, Substack)
- + Native English speaker with intermediate Swedish (C1) and elementary French (A2)

EDUCATION

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|-------------|---|----------------|
| 2006 – 2010 | University of Manchester M.Math in Mathematics Four-year undergraduate master's degree in mathematics, with a focus on pure mathematics and a final-year project on group theory | Manchester, UK |
| 1999 – 2006 | The Chase Technology College 4 A Levels (Mathematics, Further Mathematics, Chemistry, Film Studies) 2 AS Levels (Biology, General Studies) 11 GCSEs | Malvern, UK |

REFERENCES

References are available by request.