

# Christina Kyle

Little Antron, Antron Lane, Mabe, Penryn, Cornwall TR10 9JD

[christinakyleuk@gmail.com](mailto:christinakyleuk@gmail.com)

## EDUCATION

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### Falmouth University UK BA (Hons) Creative Events Management

2011-2014

- Resource planning
- Marketing
- Professional studies
- Understanding cultural organisations
- Critical and cultural appreciation

#### Course related projects:

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|---------------------------|-------------------------------------|------|
| • La Petite Maison bleue  | Project Management                  | 2012 |
| • Falmouth Culture Shock  | Finances, Artist Liaison, Marketing | 2013 |
| • Mohammad Reza Mortazavi | Project Management (Solo project)   | 2014 |

### Ärztchamber Südbaden Germany GP Assistant and Practice Manager

1999-2001

- Medizinische Fachangestellte NVQ 3 equivalent

## RELEVANT

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### SHS Security and Events Germany

#### General assistant

2009-2011

- Large scale event company
- Artist & VIP liaison, Artist/crew Hospitality

### Fest der Innenhöfe Germany

#### Event assistant

2009/2010

- International classic/world music Festival Organisers: Culture Council Freiburg
- Venue management, Finances, Crowd control, Artist liaison,

### Lirum Larum Lesefest Germany

#### Event assistant

2010

- Literature Festival Organisers: Culture Council Freiburg
- Artist and Venue liaison

### Schwerpunktpraxis Germany

#### GP Assistant and Manager

2002-2009

- Medical centre for clients with drug addiction and psychiatric disorders
- Management, Staff training

<b>Wandern Schottland UK</b>	<b>Employee</b>	2009-present
<ul style="list-style-type: none"> <li>Bespoke trekking company for German clients in Scotland and Islands</li> </ul>	Hospitality, Resource planning	
<b>Global Water Dance UK</b>	<b>Project Management</b>	2011
<ul style="list-style-type: none"> <li>International environmental dance event</li> </ul>	Event planning, H&S, Marketing, Funding	
<b>Event Cornwall UK</b>	<b>Marketing work placement</b>	2012
<ul style="list-style-type: none"> <li>Event Management Services</li> </ul>	Marketing, Research	
<b>The Performance Centre UK</b>	<b>Volunteer</b>	2011-2013
<ul style="list-style-type: none"> <li>Falmouth University</li> </ul>	Team leader, Steward, Fire Marshall	
<b>The Royal Cornwall Polytechnic Society UK</b>	<b>Volunteer</b>	2011-2013
<ul style="list-style-type: none"> <li>Arts Centre Falmouth</li> </ul>	Box office, Fire Marshall, Steward	
<b>Spectrum UK</b>	<b>Employee</b>	2011-present
<ul style="list-style-type: none"> <li>Company specialising in supporting clients with Autism</li> </ul>	Support worker	
<b>Cornwall International Film Festival UK</b>	<b>Event assistant</b>	2013
	Hospitality, info desk	

#### IT SKILLS

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- Word-processing
- Spread sheets and charts
- Presentation software
- Certified Adobe Indesign associate

#### ADDITIONAL INFORMATION

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- German Fluent
- Full Drivers Licence
- CRB checked

**References available on request**