

## Elizabeth Firbank CV

I have a solid background in administration and project support within the creative industries and the construction industry. In all my roles I demonstrate attention to detail and strong organisation and communication skills. I am hardworking, mobile, creative, collaborative and a team player with a calm and positive approach

### Employment

11/2011-CURRENT

**The Rag and Bone Man Ltd - Part Time**

**Business Development and Company Administration**

Founded in 2011 The Rag and Bone Man transforms 'scrap with heritage' into bespoke lighting, furniture and product design. I am responsible for the company's marketing, administration and development of the international client base, which includes architects, interior designers, artists and an established collector base.

My responsibilities include general administration and day to day diary management, coordinating meetings with clients, project management on live commissions, contracted work and exhibitions. I am the primary contact for clients and suppliers. I am also responsible for the transportation (worldwide) of all products. Annually I work with the company accountant for yearend filing using XERO on tasks including reconciliation, purchase orders, invoicing and payroll. I am also responsible for developing quotations, negotiating contracts, researching business development targets and maintaining an action tracker. I was also responsible for the company's successful funding application when it was awarded a grant of £24000 to grow the business from Thanet District Council.

Recent projects include a multi-commission contract for Monster Energy and a creative marketing campaign for Nissan Commercial vehicles. The company's work, skill and the story of their materials connect with a wide audience and I have negotiated contracts for features on several programs namely Channel 4, the BBC and Discovery Channel.

07/2017-07-2019

**Jackson Coles - Part Time**

**Business Development**

An established construction consultancy whose key services include project management and cost consultancy working on a range of industrial, commercial, corporate and educational contracts with clients such as The Crown Estate and Derwent London. Projects include the Stirling prize-winning Newport Street Gallery and current BAFTA Headquarters.

My role included administration support for the business development partner, providing diary support, coordinating international travel and client meetings, minute taking, completion of tender documents and new business documents and Powerpoint presentations. I was also responsible for collating a detailed business development report for the monthly partners' meeting.

My duties also covered the management and monitoring of the business development budget in conjunction with the Financial Controller, the maintenance of all marketing assets and supporting the Partners on new business leads. The development and delivery of the new business strategy 'Working our Network Harder,' developing all current strategic partnership projects including relationships within cultural programs such as London Festival of Architecture, The Architecture Foundation and Open City. In addition I encouraged Partner and Staff engagement in BD activity and events including mentoring for next generation architects, thought pieces, and judging panel positions

07/2015 -12/2015

**Royal College of Art, Research and Knowledge Exchange Office**

**Freelance Creative Projects and Account Manager**

As part of the team in the research office I worked as a part time creative projects manager focusing on administration, knowledge exchange, executive education and new commercial partnerships.

Day to day I connected academics with consultancy firms and their clients on live industry projects. I supported the bridge between the RCA and it's clients helping to deliver workshops and master classes. The majority of my time was invested with the RCA's client Tata Consultancy Services on the development of all their activities with the RCA including working with their clients Visa Europe and the implementation of a new Innovation Lab onsite at the college.

10/2010-7/2015

**FuelRCA. Royal College of Art  
Freelance Events Coordinator and Administrator**

FuelRCA, is the college wide professional development service for students. My role was to manage the full cycle of the events programme. This included administration, research and development, coordination, communication and promotion, realisation and hosting. As part of the core team each year we built a new network of speakers and developed talks and workshops in response to hot topics arising for the students including key professional development themes such as funding, time management, employability skills, presentation workshops and softer skills such as confidence and stress management.

2010-2012

**Education  
Royal College of Art, London  
Masters in Fine Art**

A two-year masters course at the world's leading university for Art & Design ranked number 1 in the QS World University Rankings. Student awards include Postgraduate Printmaking in London 2012 (Purchase Prize Winner) Clifford Chance, Recipient of the New Graduate Award 2012, London Print Studio, London, the Red Mansion Art Prize (RCA Winner) The Red Mansion Foundation, London, Tim Mara Trust Prize 2012, RCA London, and Finalist for the Deutsche Bank Enterprise Award for Art 2012, RCA London

09-12/2006

**City Lit University, London  
Arts Administration**

An Introduction to management and administration with an arts management, events and marketing focus. Core modules included funding, sponsorship, project management and marketing strategies.

2003-2006

**Central Saint Martins College of Art and Design, London  
BA Honours Fine Art**

Fine Art degree with a reputation for being at the forefront of practice and debate.

2002-2003

**Chelsea College of Art and Design, London  
Foundation Diploma Art**

A well regarded yearlong introduction to the arts providing an excellent base from which to progress to the fine art degree.

1995-2002

**Dr Challoner's High School, Buckinghamshire  
A-levels - Art A, Biology B, Geography C  
GCSEs - 9 grades A-C including Maths and English**

**Skills**

IT Skills Microsoft Excel, Word, Outlook, Adobe Photoshop, Power Point, File maker pro, Wordpress, Squarespace, Navision and Xero

Personal 37 years of age with full clean UK driving licence.

Contact details

Elizabeth Firbank, 1 Warwick Rd, Margate, CT9 2JU  
E. elizabeth.gosling@network.rca.ac.uk  
T. 07733365774