

Nova Constable

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D.O.B: 10th July 1975 • **Nationality:** British • **Marital Status:** Single

Summary of Skills

APPLICATIONS

- Microsoft Office
- Adobe Dreamweaver
- Adobe Fireworks
- Adobe Photoshop
- Adobe InDesign
- QuarkXpress

CMS

- Umbraco
- Alterian
- WordPress
- Tridion
- ASP
- Sharepoint 2010

OTHER

- Website design (HTML / CSS)
- E-newsletter design
- Research & copy writing
- Client liaison / customer care
- Event management
- Database management
- General admin / reception / typing

Qualifications

Ashlyns Upper School, Berkhamsted

G.C.S.E. English, Maths, Business Technology & Communication

West Herts College

Access to Higher Education, Science & Psychology

West Herts College

Advanced Website Design Level 3

Sept 1988 - June 1991

Grade A

Sept 1997 - July 1998

Distinction

Jan 2004 - July 2004

Pass

Career History

Luton Council

Digital Development Office

November 2014 – date

See www.novaconstable.uk/job-interview/ for examples of my work including reports, articles and content design plans, plus in-house testimonials.

- Updating and maintaining all areas of council website, adhering to digital style guide
- Email marketing via MailChimp - including design, list management and planning ([example](#))
- Managing micro projects including:
 - [Verify pilot scheme for Government Digital Service](#) – user research and analysis with aim of using Verify to confirm identity on digital applications
 - redesigning service areas of the website to improve the user journey ([example](#))
 - designing self-service screens in HTML/CSS to be used at various locations around Luton ([example](#))
 - managing content and e-updates, and analysing data, for [Luton Street Champions](#)
 - monitoring analytics and form submissions on the [change of circumstances page](#), amending content and links to improve the user experience
 - creating case studies to promote the Web Services team ([example](#))
- Creating reports from Google Analytics for the LBC web estate ([example](#))
- Site admin such as monitoring stats and completing actions on website reports
- Managing web team inbox two days per week and responding to requests in a timely manner
- Form creation using Firmstep AchieveForms ([example](#))

AYMYM

Communications Project Manager

May 2014 – October 2014

- Writing articles for company website/blog ([example](#))
- Social media / updating and creating webpages / designing e-newsletters
- Admin tasks, including responding to helpdesk queries / customer service

Bucks New University
Online Content Editor (Temporary contract)

May 2013 - May 2014

- Editing and writing copy for the website
- See www.bucks.ac.uk/parents-carers for an example of an entire section created, from researching and writing the copy, to selecting images for purchase and creating graphics
- Editing, updating and amending web pages and news articles as required on online presence request system
- Writing course teaser text for the website (over 400 courses)

Bourne Leisure
Web Editor (Temporary contract)

Aug 2012 - Mar 2013

- Updating and creating new content for any of 38 company websites within UK Haven Caravan Sales
- Regular website audits to ensure consistency and quality

Recruitment Training Productions Ltd.
Marketing Executive (Temporary contract)

Nov 2011 - Jun 2012

Ecohouse Solar UK Ltd
Admin & Marketing Executive (Temporary contract)

June 2010 - Oct 2011

Magoos Wine Bar & Coffee Rooms
Shift Manager

Jan 2009 - Jun 2010

Epson UK Ltd.
Assistant E Associate (Temporary contract)

Jan 2008 - July 2008

n-design (www.n-design.eu)
Self-employment – web design, e-marketing, business card design and print

Sept 2006 - Jan 2008

Aston Media Group
Website Developer and Administrator

Jan 2000 - July 2006

References and testimonials

Nova has been writing as a contributing editor for Progressive Party magazine for the past year, submitting well-researched, well-composed B2B articles. She is confident in her research methods – including conducting interviews over both email and telephone – and has spoken to high street retailers and trade suppliers to gather feedback and background information for her articles.

What we appreciate most about Nova is her ability to write authoritatively about subjects she has no prior experience of. She is also quick to get to grips with new subjects and cut through the confusion of any potentially challenging commissions to deliver some great pieces of writing.

Working with Nova is a pleasure; she far exceeded our expectations for both service and flexibility, often taking on far more than we could have reasonably expected – and always within deadline! We hope to continue working with her in the future.

Jacqui Parr, Editor, Progressive Party Europe

I just wanted to say and formally acknowledge what a brilliant job Nova has done for the Employee Wellness intranet section. Both Karen and I have been impressed with the speed, accuracy and enthusiasm Nova has implemented on this project. As a result of Nova's innovation, I don't think I would have had the response on the Healthy Eating Clinics and I am sure Karen Fletcher would confirm how good Nova has been.

Chimeme Egburah, Public Health, Luton Council

Visit www.novaconstable.uk for more testimonials and portfolio.