

## Elaine Waites



An experienced freelance SEO travel and educational content writer with a background in community infrastructure development management, fundraising and a range of experience working on European projects based in the UK.

Throughout an international career I have adapted to speaking both Italian and Spanish whilst living and working professionally as an English language teacher for a range of general and specialist services including business and tourism. I am a goal orientated, highly flexible individual constantly taking into account the culture of communication and customs and have the ability to balance that with professionalism and the desire to achieve outcomes in a time-scaled manner.

My talents lie in conceptual design, Integrating policy objectives into strategic planning for service delivery. My written and verbal interpersonal skills have been developed through working as an Infrastructure Support Service Development Officer in the north of England, where I was required to develop policies and deliver training in line with European standards on areas including: equality of opportunity, technology, financial practice, child protection and recruitment for 45 micro organisations affiliated to the NACYP National organisation. These policies fitted into the overall strategic objectives of the national organisation.

My organisational planning and management skills are dynamic and my experience includes bid writing and fundraising, together with evaluating practice in terms of both hard and soft, quantitative and qualitative outcomes.

## Stephanie Cotgrave



I am an award winning, passionate graphic designer, always ready for a challenge and working to the highest possible standards. An extremely motivated individual with experience of maintaining quality and a high level of organisation, when multi project working to meet tight deadlines.

My talents include branding, digital design and graphic communication for user interfaces. I specialise in art direction, advertising campaigns and innovative idea generation and have successfully worked for a number of large international and National UK brands such as BP, Castrol, Witness charity org, The R.S.A and The Royal Mint.

My designs add value and importance to my clients business. Previous client feedback is exceptional. I maintain a professional yet friendly rapport with everyone I meet.

As a result of many years in the design industry, combined with my life experience of travelling the world, I have grown to understand the importance of clear communication. As a consequence of being a tourist/independent traveller, I have experienced the problems of accessing key services and information.

By moving to Puglia, I also experienced many cultural and social adjustments and differences between both English and Italian cultures. Many English-speaking visitors face a lot of the same misguided information problems on which I could offer experienced native speaker advice.