**Anne Sayer**

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## Key strengths and skills

* Passion for developing and improving working practices
* Strong ethical approach in both personal and professional life
* Intuitive project manager for both small and large scale projects
* Excellent eye for detail and thorough proof reader
* Ability to problem solve to achieve best results for clients and employer
* Successful at developing and launching new services and events
* Motivated and able to work independently within framework of specified role
* Able to transfer skills from one area of expertise to another
* First class IT skills and excellent time management capabilities

 **Employment**

**Freelance editor and proof reader and business developer**

I am working on a number of projects in a freelance capacity including the updating and improvement of a fostering website, proofreading fortnightly magazine *Passenger Transport* plus additional supplements and authoring my own blog This Week in Fostering. *(Current).*

**Emergency foster carer:** *Surrey County Council*

I provide short term foster care for young people in times of crisis on a shared rota basis.

**Employment Support Officer:** *EmployAbility*

Managed caseload of clients seeking work, building relationships, exploring and developing clients’ skills and enabling them to access and sustain employment *(February 2012 to December 2015).*

**Project Manager:** *Eurostar Ashden Award for Sustainable Travel*

Project managed creation of international award, publicised the award and encouraged high quality bids from three countries *(May 2011 to March 2013).*

**Project Co-ordinator:** *Surrey and Hants Improvement Partnership*

Provided wide-ranging administration of three projects aimed at improving energy efficiency in private sector housing for eight local authorities *(May 2009 to project completion in March 2011).*

**Air quality & energy efficiency officer:** *Waverley Borough Council*

Responsible for monitoring of local air quality and for developing policies to address and communicate energy efficiency and air quality issues *(Sept 2006 to May 2009).*

**Freelance Editor and Journalist:***Environment Business News Briefing*
Commissioned and wrote news articles, managed proofing and production process on fortnightly B2B newsletter on environmental policy *(2003 to 2005).*

**Passenger Transport Forum Co-ordinator**, *Surrey County Council*

Developed and managed stakeholder group, organised events and speakers on local transport issues *(2004).*

**Freelance Transport Conference Producer**, *Landor Conferences*

Developed one-day conference programmes covering topics including demand responsive transport, car sharing and sustainable travel towns *(2003 to 2007).*

**Journalist:**Wrote news and features for environment and transport business to business publications such as *American Planning Magazine*, *Transit*, *Local Transport Today* and *Parking Review,* including coverage of the National Transport Awards and the *Parking Review* Awards *(2003 to 2007 and 2010).*

**Passenger Transport Mystery Traveller:***Surrey County Council*

Provided in-depth customer reviews of local bus and real time information provision *(2004, 2005 and 2010).*

**Communications Consultant:***Transport & Environment, Brussels*

Provided communications advice to this EU-based NGO, campaigning on sustainable transport issues, drafted articles and wrote reports *(2003 to 2004).*

## Journalist: *ENDS Environment Daily*Wrote news articles on EU and national policy issues including energy, transport and climate change, as a staff writer and a freelance *(February 2002 to August 2003*).

## Communications Officer: *Waste Watch* Wrote and edited newsletters for this pro-recycling organisation. Produced news releases, edited and proofread other material *(Sept 2001 to Feb 2002).*

## Journalist and Assistant Editor: *Local Transport Today* Sourced and wrote articles on national and local transport planning policy issues, edited several issues of the magazine, trained new staff *(Sept 1999 to Sept 2001).*

## Education

***BSc Hons (First), Environmental Studies,*** Open University. Included two-year Diploma in Pollution Control (Distinction)

***Postgraduate Diploma in Magazine Journalism*,** PMA Training, London

***BA Hons II(i), Modern Languages****,* University of Sheffield

***A-levels,*** *French (A), Mathematics (B), German (B),* Alton College

## Other information

In July 2016 I completed a week’s sailing training to achieve the RSA level 2 learning to sail qualification. I have been singing in choirs since 2006 firstly at Guildford Vox Community Choir and in 2012 organised much of the choir’s trip to Freiburg in Germany as part of a music exchange programme. I now sing at a more local choir in Grayshott.