

# LILLIAN BIXLER

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Honey Room Cottage  
Church Lane  
Fulbourn, Cambs.  
CB21-5EP

## EDUCATION

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**BA** Southern Oregon University July 2007  
Major: Studio Art with Photography Emphasis  
Minor: Art History

## LICENSES AND CERTIFICATIONS

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**Preparing to Teach in the Life-Long Learning Sector** 2009  
Level 3 Qualification from Cambridge University for City & Guilds

**Certificate for IT Users** 2015  
City & Guilds Level 4 QCF

## COMPUTER SKILLS

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**Adobe:** Photoshop, Illustrator, InDesign, Premier Pro, After Effects, Audition  
**Microsoft:** PowerPoint, Word, Excel, Acrobat, Teams, Outlook  
**Platforms:** Squarespace, WordPress, Meta, Instagram, Twitter, LinkedIn, YouTube, Mail Chimp, eBay

## VOLUNTARY POSITIONS

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**Schnauzerfest**  
Social Media Marketing Audit Oct 2022

**The Foundry Sheffield**  
Graphic Design Oct 2022

**The Museum of Cambridge**  
Digitisation Officer Sept 2017-Jan 2019

## EMPLOYMENT HISTORY

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June 2023 – Oct 2023  
**Website Manager** *Cambridge University Temporary Employment*  
Re-Designing the websites for Cambridge University Conservation Research Institute & Centre for Landscape Regeneration.

Oct 2022 – Present  
**Freelance Web/Graphic Design & Brand Consultant** *Self Employed*  
*Examples of work for these and the above-mentioned volunteer positions can be found on my website:*  
[www.lillianbixler.com/](http://www.lillianbixler.com/)

Jan 2022 – May 2023  
**Social Media Specialist** *CEDAR Audio*

- Digital Content Creation
- Campaign Planning
- Graphic Design & Illustration
- Copy Writing
- Website & Social Media Audit
- Portrait & Product Photography
- Community management
- Scheduling

May 2021 – Sept 2022

**Social Media Marketing Manager** *MGOC Spares Ltd.*

- Digital Content Creation
- Videography, Photography, Graphic Design (print/web),
- Copy Writing,
- Strategic/Platform/Project Management and Development,
- Monthly Newsletter
- Blog
- Performance analysis
- Budget management.
- Dealing with digital enquiries,
- Community management
- Scheduling

Jan 2019 – May 2021

**E-Commerce Asst. & Social Media Marketing Mgr.** *MGOC Spares*

*P/T til Nov. 2019: E-Commerce for eBay:*

- Product photography
- Writing copy
- Researching competitors
- Identifying items for sale against profit margin
- Organising a digital archive
- Maintaining global excel spreadsheet

*P/T from Nov. 2019: Social Media Marketing Manager*

- Developed strategy
- Identified demographics and branding
- Budget Management
- Research of competition

Jan 2019 – Nov 2019

**Reprographics Technician P/T** *Cambridge University, Dept. Chemistry*

- Preparing/Printing/Quality Checking materials (handouts, booklets, brochures, business cards etc.)
- Working with strict deadlines
- Working with academics
- Graphic design.
- Responding to email, telephone, and physical enquiries from internal and external clients
- Maintaining booking system

Sept 2008 – Dec 2018

**Educator** *Cambridge Regional College*

*The following positions involved the following:*

- Interviewing/enrolling applicants
- Virtual learning environment
- Checking/assessing work
- Invigilating examinations
- General administration
- Reading academic journals
- Training new staff
- Managing departmental budget
- Writing references
- Creating documents and handouts as learning aids.
- Organised and executed domestic/international trips

*Aug 2018 – Dec 2018: Photography & Visual Communications Lecturer –*

*Planning, delivery, and assessment of courses in*

- Photography
- Graphic Design
- Fine Art
- Marketing
- Web Development.

*July 2016 - Aug 2018: Photography & Digital Illustration Instructor-*

*Acting technician with development and delivery of courses in:*

- Graphic design
- Photography
- Digital illustration
- Web development
- Marketing
- Fine art

*Sept 2008 - July 2016: Photography Technician-*

- Support delivery staff,
- Maintaining equipment
- Demonstration/Teaching
- Managing department