

Grace Potts

Creative Professional

With a passion for creation and design, I am a strong verbal and written communicator, able to understand briefs and work openly to achieve results. I am calm under pressure, able to work in dynamic environments under tight timescales, and always with a focus on delivering positively.

Education / Certification

Email Marketing Certification
Hubspot Academy
June 2026

1st Class Bachelors Photography Degree
Sheffield Hallam University
September 2022 – June 2025

DDD* Extended Diploma, Art and Photography
NWSLC
2020 – 2022

8 GCSEs at grades 9* – 4 inc. English & Maths
Redmoor Academy
2015 – 2020

Experience

Supervisor, The Vine Bookshop and Cafe, June 2024 – Present

- Manage daily cash flow, performing end of day cash ups and ensuring accurate financial records for each shift
- Support individuals with additional needs, adapting communication styles to create an inclusive and supportive environment
- Oversee daily operations including sales, customer service and shift coordination to ensure smooth running of the cafe and bookshop
- Train, supervise and support staff and volunteers, maintaining high service standards and team performance

Exhibition Organiser, Elysian, January 2024 – May 2024

- Led and coordinated a team of 8 photographers to deliver a seven day public exhibition in Sheffield
- Oversaw marketing, branding, sponsorship, fundraising and social media outreach to drive engagement
- Organised weekly meetings and maintained clear communication to enable smooth project delivery

Event Photographer, TCC Hinckley, August 2023

- Captured high quality photographs across a 5-day holiday club, documenting various indoor and outdoor activities
- Edited and produced images using industry standard software, maintaining a consistent and professional finish
- Delivered a curated portfolio of finalized images for the club's end of week parent presentation, social media channels, and promotional materials



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