# Curriculum Vitae

# Personal Profile

**SURNAME** Davis

**FIRST NAMES** Elizabeth Jane (Known as Liza)

**ADDRESS** Cobham

Surrey, KT11 2SQ

United Kingdom

**CONTACT DETAILS**  01932 867831 (Home)

07802645123 (Mobile)

[trevorliza@btinternet.com](mailto:trevorliza@btinternet.com) (email)

**CITIZENSHIP** British

Liza is organized, self-motivated and a talented flautist, with a Bachelor of Music (Education) degree and strong desktop computing skills, having recently refreshed her skills with courses in Microsoft Office, CorelDraw 6 and Adobe Creative Suite.

Despite having has been out of the full-time work place for a number of years, while raising her family, Liza has remained an active member of a number of high standard, orchestras and ensembles, maintaining her skills and interest in music. She has also utilized her publishing skills; creating artwork and layouts for her husband’s business and Mother’s text books, as well as producing yearbooks for both of her children’s final years at primary school. A natural organizer; Liza has served the school communities as class rep on many occasions, assisted with secretarial work for the village cricket team and managed a recent home renovation in between the normal daily schedule of running the household. Her previous experience as a studio controller at Gallo Africa’s Downtown Music Studios have equipped her well in this regard.

Liza is seeking part-time employment, preferably in the morning. Being a skilled and qualified Flautist/Flute Teacher and a desktop publisher she is happy to consider jobs in both areas of employment. i.e. administration, personal assistant, desktop publisher assistant, desktop publisher, music admin. assistant, music teacher (flute teaching) and flute performance. She would also be available, where necessary, to assist with extramural activities falling into the school’s music program upon prior arrangement.

### CURRENT ENGAGEMENTS

Lead Flautist – Brooklands Orchestra

Lead flautist – Runnymede Orchestra

Dep for U3A Kingston Orchestra

Private Quintet

### BUSINESS HISTORY

# Housewares Group Limited: 1996 – 1997

**Desktop Publisher using CorelDraw**

Design and production of award certificates for the company’s incentive programme

Coordination, layout and production of company newsletter

Design of posters and promotional material for national sales campaigns

Organisation of in-house conferences including logo design for all promotional items and the compilation and reproduction of course material.

Conceptualisation of annual theme to complement strategy objectives and campaign management around the concept.

# Gallo Africa: 1991 – 1995

# Downtown Studios : 1992 – 1993

# Studio Controller

Co-ordination of Studio Sessions

Client Liaison

Administration of Client Accounts

Awarded the prestigious “Employee of the Year” award for 1992

Studio Session Work

## Gallo Music Publishers : 1993 – 1995

**Production Music Coordinator**

Set up and development of Gallo Mood Music Department

Compilation, design and marketing of African Mood Music Library Assisted in the design and packaging of compact discs and promotional material

Importation and distribution of international mood music libraries

Responsible for all marketing and sales of international and self-compiled libraries

Administration of client accounts

## Roedean School (South Africa): 1991

**Music Teacher**

Teaching Flute, Piano, Theory, Composition and History of Music

# South African Broadcasting Corporation: 1990 – 1991

**University Vacation Work**

## SABC Radio Sound Archives

(Mr. L C P Endemann)

## SABC (1990)

Assistant to Mr. R Cock (Music Director for the National Orchestra and Conductor of the SABC Choir)

**EDUCATION AND TRAINING**

## Tertiary Education: 1986 - 1990

**Degree** Bachelor of Music (Education)

University of Witwatersrand

(1986 – 1990)

## Primary and Secondary Education: 1974 - 1985

**Highest grade passed:** Matriculation certificate1985 (Roedean School SA)

Awarded “Best Practical Musician Award”

**Computer Literacy**

Microsoft Office

CorelDraw 6

Creative Suite (Photoshop, Indesign, Illustrator) (University of the Arts London 2015)