

# Hannah Pok

hannah@hannahpok.com

## PROFILE:

An English graduate with master degrees in social history and digital media. Experienced in fundraising, teaching, research, journalism and web design. Reliable, proactive, organised and highly literate with excellent writing skills. Has lived and worked in five different countries and adapts quickly to new challenges.

## WORK EXPERIENCE:

- Feb 2009 – July 2009      Trusts and Statutory Fundraising Executive  
**Alzheimer's Society, London**
- Developed and maintained income from medium and large charitable trusts and foundations and statutory sources.
  - Wrote funding proposals and researched potential donors.
  - Line managed one staff member and one volunteer.
  - Developed relationships externally with funders and internally with colleagues.
- July 2007 – Sept 2008      Programme Officer  
**Inter-African Committee on Traditional Practices, Geneva**
- Co-authored proposals to EU governments, UN agencies and private trusts, successfully raising £1.2 million in funds.
  - Promoted positive relations with donors and partners.
  - Maintained communications with organisation members in Africa and affiliates in Europe, North America and Asia.
  - Edited and wrote large part of organisation's 2007 annual report.
  - Managed individual projects and conducted research.
  - Updated website, maintained office computers and resolved IT issues.
- Aug 2005 – Sept 2006      English teacher  
**GMS Language Services, Stockholm**
- Taught mainly business English to employees of institutions such as SEB, the Central Bank of Sweden and the Swedish Tax Office.
  - Created special grammar and vocabulary exercises. Motivated and boosted confidence levels of shy students.
- Sept 2003 – Sept 2004      English teacher  
**Berlitz School of Languages, Brussels**
- Taught English at all levels, to both adults and children.
  - Devised lessons to cater to needs of students with specific language difficulties.

- Sept 1999 – Reporter and web designer  
Sept 2001 **Lafferty Group, London**
- Researched and wrote news articles covering the financial services industry.
  - Conducted interviews and attended press conferences.
  - Maintained and updated the news services on the company's website. Designed new web pages and graphics.

## **EDUCATION:**

- Oct 2001 – **MSc Economic and Social History, University of Oxford, UK**  
Oct 2002

*Subjects studied:* Research methodology • history of science, technology and medicine • gender and comparative social policy • social dilemmas and collective action.

*Dissertation:* Propaganda and censorship in warfare.

- Oct 1998 – **MA Digital Media, University of Sussex, UK**  
Sept 1999

*Projects:* Website creation and authoring a multimedia CD-ROM using Macromedia Director.

*Dissertation:* Relationship between technological development in the 20th century and popular culture.

- Oct 1995 – **BA English Language and Literature, University of Reading, UK**  
July 1998 (1<sup>st</sup> class honours)

*Subjects studied:* Literature from Chaucer onwards, with special focus on Renaissance poetry, Romantic & Victorian writers and 20<sup>th</sup> century literature.

## **COMPUTER SKILLS:**

Windows OS, HTML, Dreamweaver, Photoshop, JavaScript, Macromedia Director, Microsoft Word, Outlook, Excel, PowerPoint, Progress.

## **LANGUAGES:**

English (mother tongue), Malay (intermediate), French (basic), Swedish (basic), Cantonese (basic, spoken only).

*References will be provided on request.*