

Athena Caetano

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Nazaré, PT

SUMMARY:

An experienced creative professional with a strong background in art, design and education. A self-motivated remote worker, skilled in managing multiple projects independently, collaborating effectively with diverse teams and maintaining high standards of productivity and communication in a virtual setting.

FREELANCE EXPERIENCE:

Proofreader & Copy Editor | Proofreader & Copy Editor

Remote, June 2024 - Present

- Proofreading and Editing:** Reviewing a wide range of documents, including manuscripts, academic papers, marketing materials, and website content for grammar, punctuation, spelling and consistency.
- Content Improvement:** Enhancing readability and quality by restructuring sentences, improving word choice, and ensuring logical flow, contributing to increased client content engagement and clarity.
- Style Adherence:** Ensuring strict adherence to style guides (e.g., APA, MLA, Chicago) and client-specific guidelines, successfully completing projects for clients in various industries, including academia, marketing, and digital media.
- Client Collaboration:** Worked closely with clients to understand their needs and preferences, providing personalised feedback and recommendations, leading to higher audience retention and satisfaction.
- Fact-Checking:** Verifying the accuracy of facts, dates, and statistics to maintain content credibility.
- Project Management:** Managing multiple projects simultaneously, meeting tight deadlines without compromising quality.

Video Producer | disobey docs

Remote, January 2019 - Present

Peixe Fora Agua: <https://www.rtp.pt/programa/tv/p39863/e3>

Changing the World Through Play: <https://www.youtube.com/watch?v=QmzswCH7HOs>

- Project Development & Idea Generation:** Brainstorming new ideas and maintaining a comprehensive log of potential projects for future development and execution.
- Project Management:** Developing and managing detailed project plans using Agile methodology, incorporating task breakdowns, deadlines, budgets, and risk assessments to ensure efficient project delivery.
- Production Coordination:** Researching and contacting potential interviewees, and scouting locations that align with the production's subject, ensuring relevance and accuracy for the project.
- Content Development:** Writing and editing interview scripts and synopses to craft engaging, marketable content tailored to the target audience.
- Media Production:** Filming B-Roll footage and selecting music to complement the production's tone and enhance the overall visual storytelling.

Graphic Designer & Illustrator | thisisathi Illustration

Remote, August 2013 - Present

- Children's Illustrations and Books:** Creating and illustrating children's books, producing engaging and imaginative illustrations that delight young audiences.
- Commissions:** Accepting and completing commissions for personal, family, and pet portraits using Adobe Photoshop, ensuring client satisfaction with personalised artwork. Built a loyal client base through high-quality, customised portraits, leading to repeat business and referrals.
- Wedding Stationery Design:** Collaborating with brides-to-be to design wedding stationery that matched their wedding themes and colours, including invitations, RSVPs, table plans, table numbers, and place settings. Consistently received praise for capturing the essence of each wedding theme, contributing to memorable and cohesive wedding aesthetics.



SKILLS

Illustration | Graphic Design
UX/UI Design | Administration
Writing | Editing | Adobe Suite
Copy Editing | Proofreading
Website Management
Project Management
MS Office Suite | G Suite
Communication | Remote Work

CERTIFICATION

Centre of Excellence

Level 3 Diploma
Proofreading & Editing

JUN 2024 - PRESENT

Interaction Design Foundation

Design Thinking: The
Ultimate Guide
Distinction: 97%

Design for a Better World
with Don Norman
Distinction: 94%

Gamification: Create
Engaging User Experiences

Agile Methods for UX Design

2025 - PRESENT

TEFL Org

Diploma of Education |
Teaching English as a Second
or Foreign Language (TEFL)

Diploma of Education |
Teaching English for
Academic Purposes (TEAP)

JAN - OCT 2024

Nottingham Trent University

Diploma of Professional
Practice

AUG 2010 - JUL 2011

WORK EXPERIENCE:

Programme Administrator for MA Animation, MA Digital Direction & MFA Communication | Royal College of Art

London UK, July 2021 - August 2024

- Cross-Departmental Collaboration:** Worked closely with academic and operations teams, ensuring the smooth running of MA and MFA programmes within the School of Communication.
- Timetable Management:** Proofread, edited and input academic year timetables into CELCAT, ensuring accurate and timely student access to schedules.
- Guidance Documentation:** Created multiple comprehensive guidance documents for staff and students, enhancing operational efficiency and ensuring clear communication of procedures.
- Assessment Coordination:** Collated and released assessment outcomes and feedback via Moodle, prioritising accuracy and readability, improving student experience and timely receipt of grades and constructive feedback.
- Student Support:** Acted as the first point of contact for students and provided support, guidance, and reassurance to ensure a positive learning experience, addressing concerns promptly and fostering a welcoming and inclusive environment.
- Event Planning & Coordination:** Worked in conjunction with students to ensure the planning and execution of a successful final degree show, aiding students in showcasing their work to potential employers.

Administrative Assistant | Royal College of Art

London UK, December 2019 - July 2021

- Budget Management:** Oversaw the yearly budget, planned lecturers for each program and tracked expenses, ensuring efficient budget use without overspending.
- Event Coordination:** Managed student and graduate shows, including site management, social media, Eventbrite pages, and Zoom webinars, leading to successful and well-attended events.
- Lecturer Administration:** Created and managed the visiting lecturer process, ensuring timely and accurate payments, enhancing lecturer satisfaction.
- Stakeholder Relations:** Built and maintained strong relationships with internal and external stakeholders, securing repeat contracts and enhancing the institution's reputation.
- Meeting Support:** Facilitated school-level meetings by drafting agendas, scheduling, taking minutes, and maintaining action logs, improving meeting efficiency and follow-up actions.

Production Coordinator & Office Manager | PRELOADED

London UK, April 2017 - April 2019

- Website Management:** Managed the company website by proofing and editing blog posts, updating existing case studies, creating new content and resizing.
- Cross-Departmental Communication:** Worked across all departments in order to support the delivery of high-spec engaging games, including VR and AR.
- Production:** Worked closely with the production team to ensure projects were completed to a high standard by managing resources and the time of artists, designers, developers and QA testers.
- Budgeting and Analysis:** Tracked project budgets to ensure various project costs were accurate and always up to date to present to the client.
- QA Testing:** Performed quality assurance testing on new games on a range of devices, including mobile, tablet and VR headsets.
- Client Liaison:** Acted as first point of contact for high-profile clients such as BBC, V&A and Tate Modern to manage communications, address inquiries, and ensure the successful delivery of projects to meet client expectations.

Senior Subject Coordinator | Pearson

London UK, May 2015 - April 2017

- Proofing First Drafts & Final Papers:** Proofread the first draft of exam papers, specifications, and mark schemes, and suggested edits in real time to ensure accuracy, clarity, and alignment with examination standards and to ensure they are prepared for printing and distribution.
- Pre-Standardisation:** Led training meetings with external examiners and assessment board panels to ensure a comprehensive understanding of mark schemes in relation to the exam papers.
- Awarding:** Collated examination results and presented to the assessment board panels in order to lay out trends to ensure students were awarded the correct grades, according to the course specifications.
- Special Considerations:** Worked closely with the special considerations team to decide on and award any aegrotats or extensions in order to make assessments fair and accessible.
- Collaboration:** Worked across multiple departments to ensure the smooth running of the BTEC external examinations.

EDUCATION

Bachelor of Arts

Fashion Knitwear Design with
Knitted Textiles

2:1

Nottingham Trent University,
UK

2008 - 2012

Foundation Diploma

Art & Design Foundation

Merit

Oaklands College, UK

2007 - 2008

A Level

Double Business: **BC**

English Literature: **D**

Art: **E**

Mount Grace School, UK

2005 - 2007

GCSE

Modern Greek Language: **A**

Potters Bar Greek School, UK

2001 - 2003

GCSE

Art: **B**

Business GNVQ: **BBBB**

English Language: **B**

English Literature: **C**

Maths: **C**

Science: **C**

Graphic Design: **C**

Mount Grace School, UK

2000 - 2005

LANGUAGES

English: Native	
Greek: B1	
Portuguese: A1	

REFERENCES
AVAILABLE ON
REQUEST