

MADELEINE POTTER

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13, Buxton Street, London, E1 5AS

EDUCATION

MSc Urban Spatial Science, University College London 2023 - 2024

Dissertation: "Assessing the impact of flood events on Jakarta's informal settlements"

Relevant Modules: Data Science for Spatial Systems, Urban Simulation, Geographic Information Systems and Science

BSc Geography with Spatial Data Science, King's College London 2020 - 2023

Degree classification: First Class Honors

Dissertation: "What are the geographies and causes of emissions from gas and electricity consumption in London?"

Relevant Modules: Spatial Data Science Pathway, Environmental Remote Sensing, Urban Ecology

WORK EXPERIENCE

Take Note / Live Note Taker and Transcriber

JULY 2021 – PRESENT

- Attention to detail: transcribing live meetings and producing close to verbatim records.
- Communication: interacting with people from a diverse range of backgrounds and careers to produce transcripts that suit their requirements.
- Typing skills: typing on average 90 words a minute.

Ellen MacArthur Foundation / Freelance Consultant

JULY 2022 – SEPTEMBER 2022

- Problem-solving: due to issues with viewing numbers, we had to reorganise the structure of the webinar series I was working on. I provided helpful insight and ideas into new ways the educational videos could be presented.
- Collaboration: worked within a team of 4 to produce, execute and edit a webinar series promoting the circular economy. I played a key role in designing the challenge that was to be completed by participants at the end of the webinars.
- Communication: I liaised with guests to organise meeting and filming times.
- Research and writing skills: I worked on summarising multiple reports on the circular economy and made them more digestible for high school students.

Ottimmo International / Consultant for Sustainable Food Systems

JANUARY 2022 – JUNE 2022

- Organization: helped to organize an event to promote Indonesian food and sustainable food system at the London Career's Festival. I was also part of a team of 2 who held the event in the London Guildhall.

- Presentation skills: presented Ottimmo's progress in promoting sustainable food systems in the city of Surabaya to the Indonesian Ministry of Tourism.

Centre for Entrepreneurship, Change and Third Sector, Trisakti University / Internship
FEBRUARY 2021

- Research and writing skills: produced summaries of company reports on corporate social responsibility projects by Pertamina, the Indonesian state oil and gas company. I wrote these summaries in both English and Indonesian.
- Presentation skills: presenting my findings to researchers at the university.

Ellen MacArthur Foundation / Freelance Consultant
AUGUST 2021 – SEPTEMBER 2021

- Creativity: helped to produce a series of engaging presentations for webinars.
- Multitasking: while working on creating the presentations and communicating with guest speakers, I was also researching available learning resources on the circular economy to compile a master list for the learning team to access.

Ellen MacArthur Foundation / Paid Internship
AUGUST 2020

- Research skills: I was involved in researching and documenting information for the Learning Team to help make their learning resources on the circular economy more accessible.
- Design: I helped produce a promotional video that highlighted the team's achievements over the year.

Shop EVOL / Business Owner
AUGUST 2015 - SEPTEMBER 2019

Owned and ran my own e-commerce business on Tictail and Shopify. The business was featured in Refinery29 articles.

- Communication: I was contacting suppliers and customers daily.
- Data analysis: I analysed sales, website traffic and social media performance.

OTHER EXPERIENCE

Spatial Data Science: The New Frontier in Analytics, ESRI	2022
The Health Effects of Climate Change, University of Harvard - EdX	2020
Geospatial and Environmental Analysis, University California Davis – Coursera	2021

SKILLS

Applications: Advanced level in Word, Excel and Powerpoint.

IT: Python, R, QGIS, Github and Java Script through Google Earth Engine.

Languages: Fluent Indonesian.