

Name

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Mobile: Address:

Portfolio link:

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PROFILE

BA (Hons) Creative and Media Writing student graduating in 2019 with a predicted first-class honours degree. I have a year's experience in online creative content and copywriting within an editorial marketing team. I have also written and published feature articles for various magazines both print and online. Some of my personal interests include blogging, creative fiction writing, socialising and meeting new people. View my portfolio of professional work [here](#).

RELEVANT EXPERIENCE

July 2017 – July 2018 **Editorial Assistant – Debenhams (London)**

For my placement year I worked at Debenhams' head offices within the marketing division as part of the editorial team. As editorial assistant my responsibilities included:

- Pitching and writing creative blog content for social, email and advertising.
- Copywriting and proofreading across the website, ensuring the use of SEO.
- Briefing designers on templates and assets for online content.
- Selecting products for curated lists to sit on site for the customer to shop.
- Generating and analysing performance reports, market research and basic financial admin including raising purchase orders.
- Writing for the Debenhams Style Debrief hub as well as the Debenhams blog. Some examples of my work can be viewed [here](#).

February 2014 **Feature Writer Intern - Cornwall Today Magazine (Truro)**

Work experience at Cornwall Today, a monthly regional magazine which provided the opportunity to gain experience in the journalism field.

- Generated ideas for feature articles and conducted interviews both face to face and on the telephone and published [three articles](#) in the April 2014 edition.

QUALIFICATIONS

Sept 2015-present **Creative and Media Writing (BA Hons), University of Portsmouth**

Graduating in 2019 with a predicted first-class honours degree:

- Produced a portfolio of feature articles, one of which was published on [Star and Crescent](#), an online local publication for Portsmouth.
- Wrote a collection of creative fiction using different writing techniques and genres.
- Built strong research and analytical skills from media studies essays, achieving top marks in this area of academic writing.
- Currently working on my final year media writing project, a portfolio of magazine feature articles, one of which I have successfully pitched and received a firm commission for.

Sept 2011 – June 2013, **3 A levels, Truro College**

- English Literature and Language Combined **B**
- Photography **B**
- Media Studies **B**

Sept 2006 – June 2011, **12 GCSEs Falmouth Secondary School**

- A-C including English and Maths.

SKILLS

- **Creative thinking and independent working:** blogging and creative writing both academically and professionally.
- **Presentation skills:** pitched creative content ideas for social, pitched magazine articles successfully, regularly deliver speeches in lecture theatres to students as Placement Ambassador.
- **Ability to research and plan:** conducted interviews to write feature articles, competitor market research to plan campaigns at Debenhams, thorough research for academic essays and reports.
- **Time management and organisational skills:** reception work, keeping up with deadlines at University, completing all admin roles during placement.
- **IT skills:** basic use of Photoshop to create assets for creative content at Debenhams, experience using WordPress and Microsoft Excel, Word and Powerpoint.

OTHER EXPERIENCE

October 2018 – May 2019 **Placement and Employability Ambassador – University of Portsmouth**

Part-time role within the Creative Careers team. Responsibilities included:

- Delivering speeches and presentations to hundreds of current and prospective students with the aim to encourage placement years.
- Researching and adding job vacancies to a database.
- Writing blog posts and articles for team's website.
- Running one-to-one meetings with students to offer guidance and advice on the placement year process.

February 2016 – July 2017 **Café/Shop Supervisor – All About Tea (Portsmouth)**

- Responsible for the running of a busy café and shop that sold a range of homemade teas.
- Customer facing role that involved working as a team and remaining calm and organised in a busy catering environment, taking payments, running the till and cashing up, being responsible for the rota and training of new staff as well as some office admin.

February 2015 – September 2015 **Receptionist – Inkfish Hair and Beauty (Falmouth)**

- Full-time role in which I played a key part in the start-up of a new franchise salon by managing client details and appointments on iSalon booking system.
- Ensured the stylists' schedules ran smoothly, cashing up, running reports, monitoring profits and staff progress.
- Dealt with all communications outgoing and responding to any public interest in the business.

June 2010 – January 2015 **Waitress – Samphire Restaurant (Falmouth)**

- Trusted key holder, I managed the front of house alone on weekdays, trained new staff and worked as a team to provide a professional service.
- Dealt with customer complaints or queries.
- Worked at various events to promote the business including a boat tour at the Tall Ships festival in Falmouth.

REFERENCES AVAILABLE UPON REQUEST