

# ELLIE NG

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## WORK EXPERIENCE

### Office Administrator at Access Intelligence Plc London; October 2019 – December 2019

- Front of house receptionist for over 170 employees.
- Developed interpersonal, communications and multi-tasking skills working with employees across all 8 departments: from in house communications to expense spreadsheets.

### Student President of St Mary's College Durham University; August 2018 – August 2019

- Managed an executive team to run student life for 1000 students over one academic year.
- **Wrote and edited** weekly bulletins, welcome handbooks and letters, publicity for social events and magazine and newsletter entries.
- Co-wrote a student consultation report on an Operations Review as an appendix to the business case for the university executive.
- Updated the **WordPress website** and posted daily on **relevant social media groups**.
- Allocated and created **bursaries** for students.
- Worked with student and staff Welfare Officers to **run campaigns** such as 'Consent Matters', 'Body Positivity' and 'Stress-less'.
- Created agendas, edited standing orders, drew up a Terms of Reference for a new Finance Committee.
- Co-chaired fortnightly meetings with the student population.
- Organised events from Visit Days to lectures, balls to festivals.
- Created a budget for a five-figure sum.

### Communications Intern at HELP for Domestic Workers Hong Kong; July – September 2017

- Posted regularly on their social media accounts and updated their WordPress website.
- Used **MailChimp** to write and send two monthly newsletters to their reader and donorship.
- Produced **seven articles** for the 'News' section of their website in accordance with their branding guidelines.

## OTHER

### Projects and committees

- Student Representative on Durham University *Sexual Misconduct and Violence Operational Group*.
- Member of Durham University *Student Union Mental Health First Aid Training Project Board*.

### Training

- GDPR Training
- Nightline Active Listening
- The Intervention Initiative
- Active Bystander
- Unconscious Bias
- Conflict Management

## PROFILE

A self-starting, fast-learning, enthusiastic worker with a passion for journalism, a talent for production, and a knack for technology. Meets challenges head on and committed to producing high quality work.

## EDUCATION

### Kingston University, MA Journalism; September 2020 – 2021

- Winner of **Postgraduate of the Year** for KU Journalism.
- Working towards a **Gold Standard NCTJ Diploma**.
  - Achieved As in Media Law, Newspaper Regulation, Public Affairs, Court Reporting, Practical TV News, Practical Radio News, Broadcast Regulation and the e-Portfolio, a B in Essential Journalism and passed 120 wpm Shorthand.
- Worked as **Comment Editor and then Deputy Editor** of online newspaper [the Kingston Courier](#).
- **Won [Best Human Rights Story](#)** at the Student Publication Association Awards 2021.
- Deputy Editor for the production of a **supplement on racial diversity, [Voices](#), using InDesign**.
- Worked with different mediums of story including video and radio using **Premier Pro, IOS iMovie and Audition**.
- Used analytics to improve effectiveness of sharing articles.
- Found stories and sources through social media.

### Durham University, BA English Literature; October 2015 – June 2018

- BA Hons 2:1 (69%)

## SKILLS AND INTERESTS

- **Languages:** fluent in written and spoken English, proficient in written and spoken Mandarin, conversation level Cantonese and A1 Level Spanish.
- **Leadership:** Student President at St Mary's College Durham, Senior International Students' Representative at St Mary's, Head Girl at school.
- **Creative writing:** stories published on The Bubble, Durham University's creative publication.

### Awards

- *Postgraduate of the Year* at Kingston University Journalism Oscars 2021.
- *Best Human Rights Story Award* at the Student Publication Association Awards 2021.
- *The Joan Kenworthy Award St Mary's College 2019* for outstanding contribution to St Mary's College Durham.
- *Honorary Life Membership of St Mary's College Durham Junior Common Room 2018* for outstanding contribution to St Mary's College JCR.