

MAY WOODS
22/11/1994

EMPLOYMENT

KCW London
Staff Reporter

Sep 19-Present

- Staff Reporter @ KCW London (formerly Kensington, Chelsea & Westminster Today)
- I pitch and write features on a range of subjects including technology, fashion, education, health and travel. Features include analysis of the UK industries including private tuition, ed-tech and property, community initiative spotlights, tales from the Coronavirus frontline and much more.
- I also contribute regularly to Arts and Culture coverage, and Dining Out reviews
- Responsible for creating social media strategy plus line management of social media and marketing interns. Currently overseeing the rebrand and relaunch of all social media platforms.
- Blog writing and ghostwriting sponsored / advertorial content from clients
- Other duties include booking interviews, transcribing, CMS management and editing copy for multiple digital platforms
- Also responsible for sub-editing and proofing, and offering regular feedback to interns participating in the Word Academy.
- Business development responsibilities include networking and developing media partnerships with cultural institutes.

AB Publishing
Editorial Assistant / Multimedia Reporter (Freelance)

Feb 19 – Sep 19

- Magazine features writer/reporter for a leading internal communications agency.
- Portfolio includes articles written for Spotlight, On the Move and Courier, concentrating on people focused, frontline stories. Day-to-day responsibilities include 'boots-on-the-ground' interviewing, transcribing and writing to deadlines.
- Covered Union disputes, particularly regarding the CWU, 'local hero' good news stories, marginalization and discrimination in the workplace.
- General client management on a variety of accounts including editing client copy and providing feedback.
- General social media management (both internally and for clients). Also wrote for AB's online blog. Further editorial duties included proofing, sub-editing, client management and general administrative responsibilities.

Propeller Group PR
PR Assistant (3-month contract)

Oct 18 – Jan 19

- Drafted press releases and wrote award entries, proofed comments and articles.
- Managed press cuttings and cuttings books, built media lists and pitched to journalists, supported social media management and helped with digital channel management.
- I was responsible for news-scanning and pitching 'news jacking' opportunities.

BeautyPom
Digital Editorial & Communications Assistant

Sep 17 – Sep 18

- Responsible for all in-house communications for an e-commerce lifestyle start up.
- Drafted newsletter templates, marketing materials, all email comms, developed content marketing strategies.

Tutors United

Sep 2016 – Aug 2017

- English and Mathematics tutoring to groups of disadvantaged children across various areas of London.
- I planned lessons, provided feedback and built relationships with students and parents.
- Fully DBS certified.

INTERNSHIPS & VOLUNTARY WORK

Journalism/ Media Production Intern - Bolivian Express

July-Sep 2013

Participated in all aspects of the production of the largest English language publication in Bolivia. Took on various responsibilities including researching and writing articles to tight deadlines whilst receiving tuition and assignments in Spanish, journalism, and photography. Also volunteered at a soup kitchen weekly.

Grimsby Telegraph – Young Reporter Columnist

2012- 2013

Regular opinion columnist for a local newspaper. Pitched, wrote regular columns and gained exposure to the editing process. Subsequently delivered training workshops helping inspire future generations of young reporters and publicise the growing scheme. Delivered training nationally and participated in additional activities to promote services for young people.

OTHER EXPERIENCE

Freelance writer

2018- Present

Provided various writing services, including articles, blogs and content on a freelance basis to a variety of clients. I can provide more information on request.

ACADEMICS

King's College London - Upper **2:1** BA Liberal Arts (History major) 2017

King Edward VI Grammar School, Louth 2011- 2013

A Levels: English Literature- **A*** Psychology - **A*** History - **A*** English

Language - **A** Extra AS Levels: Politics – **A** (100%)

SYSTEMS

Hootsuite, Gorkana, Tradegecko, Google Suite, Excel, Wix, basic InDesign, Wordpress, MailChimp