

Caitlin Thomson

Editor, Writer, Journalist

<https://caitlinmaethomson.journoportfolio.com>

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Diligent Editor with four years of experience editing literary work, print and digital journalism. Polished writing and proofreading abilities with a keen eye for detail and mastery of English grammar. Effective at multitasking in a deadline-driven environment. Proficiency in WordPress, Microsoft, WiX, and Submittable. Other skills include content creation, copywriting, event planning, and project management. TEFL certified.

Work History

July 2022 - Current

Editorial Team

Taco Bell Quarterly

- Review poetry, short fiction and art submissions, and provide concise and constructive editorial feedback through Submittable
- Recommend content for inclusion in the next volume to the Editor-in-Chief

July 2022 - Current

Casual Receptionist

Creative Youth Network, Bristol

- Manage multiple daily tasks and meet deadlines with efficiency and productivity
- Direct calls and emails accordingly and check-in visitors

Sept 2020 - Dec 2021

Opinion and MFTV Sub-Editor

Candid Orange

- Monitored news and cultural events to commission relevant coverage from staff writers and wrote regular staff pieces myself
- Communicated directly with writers to collaboratively assess work, made editorial improvements, set layouts and edited graphics
- Proofread final copy to improve readability and SEO impact before scheduling article promotion on social media

March 2020

Campaign Manager

University of Bristol Students' Union, Bristol

- Created digital content for David Ion's Undergraduate Officer campaign
- Maintained an engaging social media presence on Instagram and Facebook
- Handled election week community operations

June 2019 - Aug 2020

Music Editor

Helicon Magazine, Bristol

- Wrote, commissioned and edited digital and print content for the music section
- Communicated with PR teams to obtain press passes for music events
- Created and ran the Helicon Podcast

- Developed printed editions in production meetings on layouts, design and content selection
- Individually planned a music event and co-planned two magazine launch events
- Ran an anonymous mixtape competition in collaboration with the DJ society that increased accessibility to Bristol club spaces regardless of experience

May 2019

Copyeditor

Tangent Books, Bristol

- Worked on *The Naked Guide to Bristol* seventh edition, proofing grammar, spelling, punctuation, syntax, and checking reference sources
- Met with authors to discuss and plan upcoming projects
- Promoted upcoming projects on Twitter

Aug 2018 -
Aug 2020

Student Arts Ambassador

University of Bristol, Bristol

- Promoted diversity and inclusion in higher education through outreach work
- Facilitated workshops with local schools on arts and humanities appreciation and educational/career development
- Undertook public speaking opportunities and represented the university at open days and post-offer days

Feb 2016

Political Intern

Houses of Parliament, Newcastle Upon Tyne

- Engaged in constituency casework and assisted staff on community visits
- Drafted responses to articles, letters and reports in line with Home Office regulations and Labour policies

Jan - April 2016

Teaching Assistant

St Oswald's Primary School, Newcastle Upon Tyne

- Read with students, tested vocabulary and spelling, and made weekly reports documenting performance
- Worked with teachers to optimise learning plans based on student tests

Education

2021 - 2022

M.Phil: Gender and Women's Studies

Trinity College Dublin - Dublin, Ireland

- Results pending
- Member of Trinity Rock Climbing Club, Gender Equality Society, QSoc, Modern Languages, and VisArts

2017 - 2020

Bachelor of Arts: English

University of Bristol - Bristol, UK

- Received Upper Second
- Member of Pole and Aerial Arts Society, PhotoSoc, YogaSoc, and Amnesty International