

LUCY TOMBS

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About Me:

Motivated, creative and enthusiastic student, currently reading English & American Studies at University. This degree has enabled me to have highly developed communication skills and become well organised. I am a dynamic and friendly individual who is keen to learn and work as a part of a team in a professional setting.

I am extremely enthusiastic about progressing into a working environment and gaining experience in media communications and advertising.

Education:

- ◇ October 2018 – Present
English and American Studies, University of Nottingham
- ◇ July 2018
A Levels, North Leamington School
 - ◇ English literature A*
 - ◇ Geography A*
 - ◇ Sociology A*
- ◇ July 2016
GCSE'S, North Leamington School
8 A* Grades, including English language and English literature
2 B Grades, including Maths

Skills & Qualifications:

- ◇ November 2020
Digital Marketing Academy
University of Nottingham
- ◇ July 2020
Google Fundamentals of Digital Marketing Qualification
- ◇ July 2020
Create a Social Media Marketing Campaign
Institute of Coding
- ◇ IT Literate: Word, Excel, PPT, WordPress, Photoshop
- ◇ Knowledge of AP Writing Style
- ◇ Full UK Driving License
- ◇ Duke of Edinburgh Bronze Award

Writing experience:

- ◇ January 2021 – Present
Blogger, HerCampus
Writing features and lifestyle content for HerCampus magazine requires the ability to multitask as I must meet deadlines, create and pitch ideas, and stay up to date with current local and international events. I must collaborate creatively with my co-workers to support their articles and coordinate our creative efforts.
- ◇ September 2019 – Present
Writer & Wellness editor, Impact Magazine
I currently write for and edit my university's award-winning magazine, producing pieces with creative flair about a range of topics within the Lifestyle and Features sections. In this role I am a storyteller who must have editorial skills and excellent writing abilities to produce enthralling pieces. I head the well-being section of the magazine, creating and co-ordinating weekly article assignments. In this role I must be highly organised and dedicated to my research and writing to meet deadlines. For a portfolio of my published work, please see my [LinkedIn](#) profile.
- ◇ September 2020 – January 2021
Content Creator Intern, Truly Content Ltd
Working for Truly Content Ltd creating content for companies required an understanding of social media platforms and strategic thinking to create content that would generate conversions. Creating digital content for different brands required me to adapt the tone of my writing to meet customer needs and fit individual brand reputations.

Other work experience:

- ◇ November 2020 – Present
Barista, Starbucks
Working as a part of a busy team during rush hours means I have to work well under pressure, be resilient and be highly flexible in this role.
- ◇ June 2019 – February 2020
Administration Assistant, My Chores Not Yours
Supporting the business owner with a range of administrative tasks, such as invoicing and book-keeping. The role required quality organisational skills, the ability to multitask and adaptability. I was often required to engage in problem solving when dealing with challenging tasks and numeracy.
- ◇ January 2017 – July 2018
Playworker, Telford School
Ranging responsibilities including helping children with literacy and numeracy skills. Working with young children required a creative mindset, be responsible, flexible and endlessly enthusiastic. This position also gave me the opportunity to further develop my interpersonal skills as part of a team.
- ◇ December 2017 – January 2018
Customer Assistant, Marks and Spencer
- ◇ September 2016 – March 2017
Customer Service, L'Occitane En Provence