

BEHIYE HASSAN | WRITER AND EDITORIAL MANAGER

I am a highly organised writer and editorial manager with expertise in entrepreneurs, travel, well-being and start-up businesses. I have professional experience in dealing with stakeholders, liaising with clients, micro-managing projects and commissioning content.

PROFESSIONAL EXPERIENCE

Director Magazine, Director Publications Ltd

Monthly business magazine for subscribers and members of the Institute of Directors

Editorial Manager – 16/04/2015 – 03/05/2017

Having met my objectives for three years in a row as Editorial Assistant, I was promoted to Editorial Manager to manage various areas of the magazine.

- I recruited and managed an editorial assistant who assisted me with managing pitches, day to day errands, working with PRs, organising the editorial team, assisting with forward planning content and managing the editor's diary.
- I micro managed the creative solutions projects where I put a system in place with the commercial team to ensure all sponsored pages, supplements and advertorials had sign off schedules and deadlines. I also managed the costs for each project to ensure finances were within budget.
- Working with internal stakeholders to manage the 'Your IoD' section to provide information for members and drive new membership. Working with different departments I built up an efficient process to ensure all their needs were met.
- I managed and commissioned all online blogs for the website after we relaunched the magazine in March 2015. I worked closely with the team, PRs and IoD members to deliver thought leadership blogs to the site on a regular basis.
- I uploaded content to our website using our CMS system on a weekly basis along with social media support for each.
- I regularly met with clients and PRs to present the opportunities within the magazine both editorial and commercial as well as meeting with members to highlight the ways they can get involved.
- I was responsible for all invoices and controlling the department's budget each month. I created a simple forecasting tool to keep us on top of our total spend.
- I continued to oversee the reader panel, interview entrepreneurs, write business profiles and write features on start-ups, travel and well-being.

Editorial Assistant – 01/01/2012 – 16/04/2015

As Editorial Assistant I was the main point of contact for the editorial team.

- I was shortlisted for Best Newcomer to Business Travel Journalism in 2012
- I was in charge of all the editorial mailboxes to manage pitches and briefing requests for the team and schedule them in the diary.
- I took charge of all admin duties and made sure the team had everything they needed to run the magazine efficiently.
- I worked closely with the editor to manager her diary and keep the dummy updated.
- I contributed to the team with ideas in features meetings and writing copy for all our profile slots.
- I managed the competition, letters and our tried and tested reviews pages.

- I was at the helm of our roundtable events, which involves sending out invites, compiling guest lists, organising all the details including venue and food and looking after the sign off process once they are published in print.
- I was in charge of the reader panel, which was made up of senior and executive IoD members and discussed ways they could contribute to the magazine.

Sky Magazine, BSkyB Publications Ltd

The UK's highest circulation entertainment magazine

Editorial and Marketing Assistant - 06/12/2010 – 29/07/2011

I developed my journalistic skills by assisting the editorial and marketing teams with various admin and office tasks. I also pitched ideas, drove content when required and adapted briefs to suit house style.

- I took charge of all invoices once appointed and created an invoicing system from scratch for our department to ensure all invoices were paid. This included raising purchase orders, submitting invoices to accounts and chasing payment.
- I managed the Kids TV section each issue. Worked closely with PRs and agents for our columnist Gregg Sulkin to arrange interviews each month, manage the approval process and liaise with channels programme information.
- I was in charge of managing and writing copy for Ask a Sky Expert since from launch.
- I dealt with reader correspondence and helped highlight Sky's products and services.

EARLIER CAREER

Freelance Journalist, Woman Magazine, IPC Media, 2010

Team Assistant, Sky Magazine, BSkyB Publications Ltd – 2008

Account Admin Assistant, SkyMag, New Magazines Ltd, 2008

Features Intern, SkyMag, News Magazines Ltd - 2008

EDUCATION

NCTJ Postgraduate Certificate in Magazine Journalism Harlow College, 2005

BA Media Studies – Journalism, 2:1, University of Westminster, 2002

ADDITIONAL INFORMATION

Speak Turkish | Shortlisted for Best Newcomer to Business Travel Journalism at the Business Travel Journalism Awards 2012 |