

# JADE BALL

Jadeball1@icloud.com

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Greenwich, London

jadeball1.journoportfolio.com

## WORK EXPERIENCE

### EVENTS ASSISTANT, THE TRAVELLERS CLUB

September 2021 - Present

- Manage members of staff, allocating tasks and timetables
- Lead staff briefings
- Assist in the organisation of events such as book launches, diplomatic meetings and charity fundraisers
- Deal with day-to-day administrative tasks, such as printing, photocopying and answering the phone
- Regularly involved with political meetings and public figures, demonstrating discretion and confidentiality at all times
- Communicate in a professional and friendly manner with clients and guests of the club
- Efficiently problem-solve queries from clients and staff
- Uphold the image and respectability of the club image at all times

### NEWS EDITOR, THE NEW FEMINIST MAGAZINE

March 2021 - August 2022

- Produced original, creative content (see portfolio)
- Played an active role in marketing and showed a good understanding of SEO and click optimisation
- Kept up with the news and breaking stories on a daily basis
- Conducted interviews and carried out qualitative research
- Pitched ideas to writers and scheduled regular team meetings
- Evaluated written submissions and edited the writer's work
- Reviewed and monitored the progress of upcoming articles, ensured projects were published according to schedule and met deadlines
- Monitored social media platforms, scheduled daily posts, stories and announcements as well as regular communication with external brands
- Managed emails and correspondence
- Drafted press releases
- Regularly used Microsoft Office, particularly Excel and Teams

## EDUCATION

MA GENDER, MEDIA AND CULTURE, UNIVERSITY OF LONDON,  
GOLDSMITHS COLLEGE

2021-2022

- **Distinction**
- Modules: Journalism in Context, Race, Empire and Nation, Embodiment and Experience, Feminism and Cultural Theory
- Dissertation: "Respectable woman" or 'some tart': A historical comparison of Femicide in the British Media'

BA MODERN HISTORY AND POLITICS, UNIVERSITY OF SOUTHAMPTON

2017-2020

- **First-Class Honours**
- Modules: International Relations, Reinventing Democracy, American Foreign Relations, Lobbying and Pressure Groups, and Political Psychology
- Dissertation: "Taking back Control of our sex lives": Women, Sex and Magazines in the 1970s'

## REFERENCES

### **Emeric Paumard**

Head of Events, Beverage and Food and Operations, The Traveller's Club: emeric@thetravellersclub.org.uk

### **Ellie Macieira-Fielding**

Editor-in-chief, The New Feminist: elliefielding@thenewfeminist.co.uk

### **Akanksha Mehta**

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