

---

# ANNIE KOOP

---

London SW15 5PU

+44 7949 303206

[anniekoop@gmail.com](mailto:anniekoop@gmail.com)

## PROFILE

High-performing professional with experience in several industries including sales, retail, and media. Journalism student with high marks and tireless dedication looking for a position that allows a difference to be made in the community, and offers valued professional experience.

## EXPERIENCE

COLUMNIST, EMPOWORD JOURNALISM – DEC 2021 - PRESENT

Writing one article per week for publication-requested lifestyle column, as well as frequent pieces for the lifestyle, opinion and entertainment categories.

CUSTOMER SUPPORT, WEST ELM – SEPT 2020 - AUG 2021

Assisting customers both online and in-store to place orders, select product, etc. Working tills to fulfil orders. Organising sales floor, restocking inventory, and unpacking/stocking inventory in warehouse. Working with design team to place product on the sales floor in an organised and effective way.

ASST. PROPERTY MANAGER, PENTALON – MAR 2020 - SEPT 2020

Bookkeeping, scheduling and directing property tours, organising and maintaining front office. Resolving resident conflict and preparing units for move-ins and repairs. Creating marketing reports, move-in paperwork, and resident leases. Explaining all move-in paperwork and leases to new residents. Enforcing property rules to residents.

## EDUCATION

UNIVERSITY OF ROEHAMPTON – JOURNALISM, 2021 - 2024

CLEARFIELD JOB CORPS – OFFICE ADMINISTRATION, 2020

## SKILLS

Customer service, events organisation and management, content writing, social media marketing, time management, general organisation, office administration, leadership, Microsoft Office, Office 365, report drafting and editing, proofreading, entrepreneurship, Wordpress, letting and real estate work, sales, inventory sorting, website design, scheduling

## ACHIEVEMENTS

Column 'Travel Europe' for Empoword Journalism (c. 2022)

Published in Roehampton student magazine (2022)

Production Assistant Certification from Utah Film Commission (2019–)

Production Assistant training from Producer Marcie Gibbons (2019)

