

CHARIS TORRANCE

WRITER

Full name	Charis Torrance	DOB	1987 / 05 / 11
Email	reese.charis@gmail.com	Portfolio:	goo.gl/i1wxm8
Phone	082 300 2006		

EDUCATION

2020	UCT Social Media Marketing Online short course
2010	BA in Media & Writing, Film Theory and English Literature

WORK EXPERIENCE

2018 - PRESENT	FAIRLADY Magazine Freelance Content Writer Writing features for FAIRLADY Magazine, and sister publications HOT and LOSE IT. Maintaining FAIRLADY Magazine's social media presence (including Twitter, Facebook and Instagram). Researching upcoming articles. Writing and putting together newsletters for FAIRLADY Magazine. Writing digitorials and dedicated mailers for advertisers. Contributing creatively to ideas, research and PR leads. Representing FAIRLADY Magazine at press events. Contributing to creative cover lines every month.
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2018 - 2015	The Creative Group Editor of Your Neighbourhood Running the Neighbourhood national brand in Cape Town, Johannesburg, Pretoria, Durban & PE. Researching, planning and drawing up monthly booklists of articles across all five inserts. Maintaining an effective team of freelance writers for the inserts. Editing all articles and advertorials weekly to suit Neighbourhood tone and style. Continuous management of editorial through the production process from start until print, and postproduction. Writing of weekly, local, quality content. Final covers, editorial proofing and sign-off for print weekly. Monitoring financial budget for the products and constantly look for ways to make it more cost-effective.
-------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CHARIS TORRANCE

WRITER

WORK EXPERIENCE CONT.

2014 -
2015

Paddington Station PR Staff writer

Writing press releases for various clients
Overseeing social media calendar and content.
Liaising with partners to arrange collaborations.
Assisting with media relations for clients.
Contributing creatively with ideas for campaigns.
Assisting with events and media drops for various clients.

2013 -
2014

Quantum Publishers

Features writer
Assisting with proofing and final layout of the various publications.
Maintaining the publication's social media presence (including Twitter and Facebook).
Researching upcoming articles.
Writing articles for various publications.
Contributing creatively to ideas, research and PR leads.
Assisting the various editors with day-to-day tasks.
Assisting with monthly production schedule from start to completion of each product.

2012

021 Magazine

Editorial assistant and staff writer
In charge of updating events calendar on 021's website.
Maintaining the publication's website and social media presence (including Twitter and Facebook).
Liaising and contacting prospective advertisers.
Assisting with financial administration.
Producing content for the publication.

REFERENCES

Suzu Brokensha | FAIRLADY Magazine

082 883 5881 / SBrokensha@fairlady.com

Claire Barnardo | The Creative Group

082 852 0324 / clairebarnardo@gmail.com

Thulile Nxumalo | Quantum Publishers

082 646 80962 / lilemanxumalo@gmail.com

Bernard Franz | 021 Magazine

072 731 0700 / editore@021magazine.co.za