

Gemma Knight

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14/06/88

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Dynamic and driven journalist with extensive experience within the luxury lifestyle sector, offering excellent networking and managing skills, a love of writing, literature and creativity and an impressive breadth of cultural understanding gleaned from both working and living abroad. Now on the hunt for a new challenge in a vibrant, forward-thinking environment producing content of the highest standard.

Current employment

September 2015 – present

Deputy Editor at *The Cheshire Magazine*, Runwild Media Group

Level 6, One Canada Square, Canary Wharf, E14 5AX (rwmg.co.uk)

Regional luxury lifestyle title covering the north west of England, published by an independent publishing house and leader in the luxury magazine industry. As half of a two-person editorial team producing a monthly 160-page publication, my role as deputy editor is both extensive and diverse. Daily tasks include:

Copywriting	Liaising with designers/sales team	Meeting/connecting with PRs
Subbing	Creating bespoke client advertorial	Conducting reviews
Proofing	Cultivating advertising leads	Populating/monitoring website
Commissioning freelancer content	Sourcing hi-res images	Running all social media accounts
Basic designing/InDesign use	Negotiating re-run costs	Writing original online content
Pitching/creating original content	Producing/curating flatplans	Collaborating with designers
Conducting/transcribing interviews	Representing at industry events	Monitoring brand consistency
Managing editorial team	Recording content/invoices, etc	Managing/delegating to interns

Previous employment

September 2013 – August 2015

Assistant Editor at *The Cheshire Magazine*, Runwild Media Group

February – August 2013

Editorial Intern at *Vantage Magazine*, Runwild Media Group

September 2010 – 2012

Full-time foreign-language teacher at Zhejiang Normal University

Jinhua City, Zhejiang Province, P.R.China (zjnu.cn)

Teaching a variety of courses including Oral English and Practical Written Communication to freshman classes (each including in excess of 50 students) at a highly regarded Chinese university.

January – July 2011

Freelance oral English teacher at English First

Jinhua City, Zhejiang Province, P.R.China (englishfirst.com)

Providing one-to-one and group oral English tutoring for students at a private English Language school.

November – July 2011

U.K. Representative at Jinhua Alps Commerce Company Ltd.

Jinhua City, Zhejiang Province, P.R.China (alpsgroup.eu)

Sourcing products for European retail and industry enterprises from factories in China, compiling product collections for the European market and coordinating subsequent sales.

July – August 2009 Proof reader and copy editor for EFL teachers/students' textbooks
Oxford University Press, Oxford (oup.com)
Proofing content for the English Language Teaching division of a long-established publishing company.

Miscellaneous Experience

January 2011 – October 2012 Freelance article, blog and feature writer at *Gapyear.com*
Travel guide website (gapyear.com)

September 2006 – June 2010 *The Badger*, University of Sussex newspaper
2006 - 2007 Contributing writer
2007 - 2008 Comment and opinion editor
2008 - 2009 California column correspondent
2009 - 2010 Comment and opinion editor

October 2008 – June 2009 Contributing editor at *The Daily Nexus*
University of California, Santa Barbara newspaper

July – August 2006 Work experience placement at *Woman's Own* magazine
IPC Media, King's Reach Tower, Stamford Street, SE1 9LS

September 2005 – June 2006 Editor at *Machio*
The Royal Masonic School for Girls' annual magazine

Education

2006 – 2010: The University of Sussex
English Literature & American Studies BA (Hons.) 2:1
(3rd Year spent at The University of California, Santa Barbara)

1999 – 2006: The Royal Masonic School for Girls
A-Levels in English Lit. (A), English Language (A), Latin (A) English Extension Certificate (Distinction)
Recipient of the A-Level prize for English Literature

Skills

Strong organisational and time management skills
In-depth knowledge of online content, social media and SEO management
Spotless record with regards to punctuality, hitting budget targets and meeting deadlines
Experience living and working abroad
Experience with Photoshop, InDesign and creation of PDF documents
Conversational Mandarin Chinese and French

For examples of my work, please see:

Ourchinesewhispers.wordpress.com A collection of travel writing inspired by the time spent living in China.
Gemmaknight.journoportfolio.com A collection of my published magazine features

References

Available upon request.