

ANNABEL SINCLAIR

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PROFESSIONAL SUMMARY

Entry-level writer passionate about researching, and publishing stories. Highly skilled in providing administrative and editorial support, with experience in writing, proofreading, and copyediting.

EDITORIAL & WRITING EXPERIENCE

Features Editor of Umami Magazine, City, University of London Oct 2023 – April 2024

- Assigned story ideas to team members and guided their execution for a new food and culture publication.
- Proofread and edited all articles and written content before publication.
- Created engaging social media content, significantly boosting online readership.

Contributing Writer, The Independent May 2023

- Wrote news stories for The Independent's TV section.

Newsday Editor, City, University of London April 2022

- Supported the reporting team by giving them feedback on their ideas to develop stories covering current environmental issues.
- Researched, organised information, and wrote a high-quality story in accordance with the editorial format of the suggested publication, resulting in a first-class grade.

ADMINISTRATIVE EXPERIENCE

Receptionist, A&A Podiatrists Jun 2023 – Dec 2023

- Scheduled patient appointments.
- Answered and dealt with incoming calls with professionalism and efficiency.
- Performed basic office tasks such as scanning documents, data entry, and filing.

AWARDS

The Nick Lewis Trust Award Oct 2022 – Oct 2023

First place for being the highest-achieving BA Journalism student in the first and second years.

The Edward Mace Prize

First place for being the highest-achieving student in the academic dissertation module & second place for being the highest-achieving student in the third year.

EDUCATION

Journalism BA, City, University of London 2021 – 2024

First-Class

A-Levels, Yavneh College 2019 – 2021

English Literature (A), Psychology (A), Geography (A)

SKILLS

Adobe Creative Cloud, multi-media writing, online & social media, proofreading & copyediting, digital and social marketing.