

ANNABEL SINCLAIR

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PROFESSIONAL SUMMARY

Award-winning Journalism graduate passionate about uncovering accurate and impactful stories. Experienced in editorial roles, content creation, and social media management, with a proven track record in deadline-driven environments. A self-starter with advanced research, writing, and proofreading skills, ready to contribute to a newsroom.

EDITORIAL & WRITING EXPERIENCE

Voluntary Communications Team Member, *Willow Foundation*

Jan 2025 – Present

- Create and distribute press materials, successfully increasing public awareness of the foundation's mission and driving interest in its initiatives.
- Write and edit timely content for the foundation's news page, resulting in improved online engagement and stronger audience interaction.

Features Editor of *Umami Magazine*, *City, University of London*

Oct 2023 – April 2024

- Commissioned and managed story ideas for a new food and culture publication, mentoring contributors to deliver compelling content while meeting tight deadlines.
- Proofread and edited all articles with precision, ensuring accuracy, clarity, and adherence to the publication's editorial standards.
- Created engaging social media campaigns that drove a noticeable increase in online readership and brought 300 new visitors to the publication's website.

Contributing Writer, *The Independent*

May 2023

- Researched and wrote a news story for The Independent's TV section covering the reboot of *Dinner and a Movie*, tailored to the publication's entertainment-savvy audience, receiving 1,097 views.
- Conducted thorough research to provide fresh insights and ensure the piece met editorial standards for accuracy, tone, and style, while delivering under a tight deadline.

ADMINISTRATIVE EXPERIENCE

Receptionist, *A&A Podiatrists*

Jun 2023 – Dec 2023

- Managed patient appointments and handled a high volume of calls, demonstrating strong communication, active listening, and problem-solving skills.
- Responded to inquiries professionally, maintaining a positive telephone manner while efficiently managing complex queries.
- Organized schedules, performed data entry, and maintained accurate records, showcasing excellent IT, and time-management skills in a fast-paced environment.

EDUCATION & AWARDS

Journalism BA, *City, University of London* (First Class)

2021-2024

Key Modules: British Media (71.4%), Politics & Current Affairs (69.2%), Newswriting (73%), Digital Journalism (82.8%), Feature Writing (75%), Journalism Ethics (69.6%), & Magazine, Branding, and Content Design (75.8%).

Awards: The Nick Lewis Trust Award – First place for highest achievement during the first and second years.

The Edward Mace Prize– First place for highest achievement in the academic dissertation module & second place for highest achievement in the third year.

A-Levels, *Yavneh College*

2019-2021

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

SKILLS & INTERESTS

Skills: Adobe Creative Cloud (Intermediate), MS Office (Advanced), SEO (Intermediate), Online & Social Media, Proofreading & Copyediting.

Interests: Regularly follow the Daily Mail & BBC News, with a focus on politics and current affairs; volunteer in writing and editing news content for charity website.