

Ruby Littler

EDUCATION

RMIT, VIC

Bachelor of Journalism, Graduation 10/2023

- Political Science
- International Relations

UTAS, TAS

Bachelor of Media, Journalism, 2020

- Achievement Awarded Best Undergraduate Essay

PUBLISHED WORKS

- Produced continued audio content for Tasmania's *ABCNorth* Drive program over the summer of 2021
- Interned at *Urban List Melbourne*, producing weekly lifestyle content for their online readership
- Published article in the *Swanston Gazette* titled, 'Travel through Takeout'
- Curated an SEO based social media presence for the disability clinic *Thrive at Life*
- Published poet in *Yours&Mine* Magazine titled, 'Snowflake'
- Experience managing social media wellness account with a maximum 38K people engaging per post

SKILLS

- Employed as a radio producer over the summer of 2021 by the ABC and have experience working in the demanding atmosphere of 24/7 news coverage
- I have worked with Adobe Audition, Premiere Pro, Microsoft, Netia, ENPS and Core Media
- Through working at Urban List, I have experience writing and developing work for a targeted audience, using SEO techniques to gauge higher traction on content.
- My strong communication skills are credited through my high GPA and the Best Undergraduate Essay 2020 awarded by UTAS.

WORK HISTORY

WRITING INTERN

Urban List Melbourne, Melbourne, Victoria

- Responsible for writing two weekly articles; Five Awesome Things To Do In Melbourne This Week and Ten Things On In Melbourne This Weekend
- Experiencing writing SEO articles, business articles and profile stories on upcoming Melbourne cafes, restaurants, and bars
- Copy edits pre-existing articles on the platform to ensure they are up to date.

PRODUCER AND CONTENT CREATOR

ABC, Launceston, TAS

- Solo producer of an afternoon live radio show
- Sources up to eight stories daily, contacting talent and lining up interviews
- Writes and prepares introduction and questions for the presenter
- Actively covers community events, creating packages to play on air

DEBATING ADJUDICATOR

Scotch Oakburn College, Northwest, TAS

- Curated 30 relevant socio-political debate topics to encourage reflection on privilege and mobilisation.
- Judged 10 debates, awarded points, and declared winners.
- Consulted with officiating teams to discuss violations and infractions to coordinate responses and implement resolutions.

ADMINISTRATIVE ASSISTANT

Thrive At Life, East Devonport, TAS

- Managed office inventory and residential accommodation by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Coordinated bookkeeping of including invoicing and accounts payable.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.
- Prepared bi-weekly meeting minutes February