

# KIERA WILCOX

JOURNALISM GRADUATE

## DETAILS

### ADDRESS

Leeds  
United Kingdom

### PHONE

07510388018

### EMAIL

kikijun00@googlemail.com

## LINKS

[LinkedIn](#)

[Portfolio](#)

## SKILLS

SEO

Word, Powerpoint, Excel

Adobe InDesign, Premiere Pro

Avid Media Composer

Audacity

Canva, Capcut

WordPress

Interviewing in person, via phone and teams

Operating professional 4K cameras and microphones

Customer Service

Content Creation for Social Media (Instagram Reels, TikTok)

Shorthand

Photography

## HOBBIES

Blogging

Reading

Drawing/Art

Photography

Walking

Film

## PROFILE

Throughout my Journalism Degree at Leeds Beckett University I have developed skills that I intend to transfer over to my career within the industry. I have gained valuable experience with editing software's such as Adobe Premiere Pro, InDesign and Avid media. I am confident with creating multimedia content having made content for TV, radio, online and print platforms. Sourcing original stories now comes naturally to me as well as staying up to date on current events and developing existing skills that I look forward to putting into practise.

## EMPLOYMENT HISTORY

### Online Assistant , Sainsburys

Lancaster

Oct 2020 — Jul 2021

I applied for this job as it meant I could work throughout the COVID lockdown. As an online assistant my role included packing online orders made by customers. I was responsible for efficiently and accurately picking the items and appropriately substituting where necessary in timed conditions. This was a great opportunity for me to develop my time management skills and providing excellent customer service.

### Retail Assistant, ASDA

Morecambe

Jun 2022 — Sep 2022

I got this job as a part-time summer job to support myself between being at University, My roles included stock replenishment, kiosk and till service, reductions, managing backstock and supervising the self checkouts. Working here improved my communication skills and engagement with customers.

### Customer Service Assistant, Vita Student Accommodation

Leeds

Apr 2023 — Present

I have a range of responsibilities such as reception duties like completing check-ins, check-outs at the end of term, managing bookings and most importantly communicating with residents. I am responsible for completing building checks, setting up events such as partnered brand events, for which I create content to share with the marketing team. Often lone-working, I am sometimes solely responsible for the safety and upkeep of the entire building and residents.

## EDUCATION

### GCSE, Ripley St Thomas Academy

Lancaster

Sep 2011 — Jul 2016

11 GCSEs A\*-C including Mathematics (C), English Literature (B), English Language (A\*) and Science (B)

## **A-Level, Ripley St Thomas Sixth Form**

Lancaster

Sep 2016 — Jul 2018

A Levels in English Literature (B), Psychology (D) and Art (D)

## **Journalism BA(Hons) , Leeds Beckett University**

Leeds

Sep 2021 — Jul 2024

Undergraduate & BJTC accredited Journalism Degree

## **WORK EXPERIENCE**

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### **Creating written content for magazine publications, RMC Media**

Sheffield

Feb 2024 — Apr 2024

As part of my work experience for my degree I created written content such as feature articles and "What's on" pages for 4 different publications owned by the company. I developed my interviewing and writing abilities throughout this experience and learned the importance of building a good relationship with your editor to create high-quality content.

### **Documentary for University, Leeds Beckett University**

I created a 15 minute documentary as my final project (dissertation equivalent) for University. I came up with the topic Women with Autism, filmed, scripted and recorded my own voice over and edited the documentary myself.

### **Editorial Writer, TheTab**

Leeds

For extra work experience I approached TheTab editor and joined their editorial team. They specialise in mostly student-based content relating to Leeds as it is a University student led online platform. This was a great opportunity to experience writing in a different style and for an external platform as it is much less formal than the news content I had been writing for our University platform Leeds Now.

## **REFERENCES**

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### **Richard Abbey from RMC Media Sheffield**

richard.abbey@rmcmmedia.co.uk | 07989358215

### **Jessie Harris from Vita Student Accommodation**

jessie.harris@vitastudent.com | 07976663765