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## Profile

**NCTJ-qualified** history graduate from the University of Manchester. **Sub-editor** and creative **features writer** with five years of professional editorial experience. Well-versed in **writing, subbing** and fastidiously **fact-checking** print features, front covers, online SEO content, advertorials, supplements and social media content. Practiced in writing creative titles, stand firsts and captions.

Proficient in laying out in **InDesign, Photoshop** and uploading SEO content in CMS system, **WordPress**. Responsible for writing monthly features for **print** and **digital**, with a portfolio spanning **arts, history, health and fitness, fashion, travel** and **interiors**.

Strong interpersonal, written and verbal communication skills as well as a thorough understanding of English language, syntax and grammar.

## Career history

### Time & Leisure Magazine

Sub-editor and features writer

February 2018 - present

- Pitch, research and write original and engaging features for print and digital platforms in a house style
- Sub using InDesign, re-write titles and standfirsts, fact-check and scan copy for any grammatical, syntax or factual errors
- Upload content using WordPress according to SEO guidelines and use Google Analytics to inform future digital features
- Update Facebook, Twitter and Instagram with topical and relevant posts
- Use my professional PR contacts to source artwork and imagery
- Produce the weekly newsletter, 'Time & Leisure Weekend' (readership of 10,000)
- Manage work experience placements, commission articles and sub-edit freelance copy
- Source celebrity interviews and story leads
- Work alongside the marketing team to deliver on advertorials and online affiliate features
- Act as an ambassador for the brand at events

### dealchecker

Travel writer

October 2016 – January 2018

- Responsible for creating and editing online travel guides using WordPress
- Worked closely with the marketing team who liaised directly with clients to ensure online content was delivered to deadline and to a strict brief

**BBM Travel Magazine**  
Editorial assistant

August 2015 – April 2016

- Researched and produced travel features and conducted celebrity interviews which appeared both online and in the monthly print magazine
- Developed my own client base of international tour operators and created copy to their advertorial briefs
- Oversaw the design of clients' digital artwork and the layout of their print spreads
- Left to travel across Central America. Continued to freelance for BBM, producing editorial features and reviewing tours across the continent

**Freelance work**

**dealchecker**  
travel writer

January 2018 - present

- Receive regular commissions from DMC Digital / dealchecker to produce travel listicles
- All pieces are subject to thorough research and written to the house style

**SWLondoner**

Reporter in conjunction with News Associates diploma

February 2017 – November 2017

- Produced news stories, features and reviews for SWLondoner [[www.swlondoner.co.uk](http://www.swlondoner.co.uk)] – the affiliate News Associate newspaper
- Sourced exclusive stories and represented the newspaper at the 2017 General Election where I reported on the count at a key swing constituency

**The Richmond and Twickenham Times**

Editorial placement

August 2016

- Responsible for converting press releases into newspaper articles
- As part of their reporting on the London mayoral elections, my interviews with candidates Zac Goldsmith and Sadiq Khan featured in the newspaper's election coverage

**The Culture Trip**

Editorial internship

November 2015 - January 2016

- Produced lifestyle, travel, arts, history and culture articles each month in the form of travel top 10s
- Sourced appropriate images and uploaded my finished product to WordPress prior to final editorial sign-off

**Technical skills**

Adobe InDesign  
Adobe Photoshop  
WordPress  
Google Analytics

MS Office (Excel, Word, PowerPoint, Outlook)  
Proficient on Mac  
KeySearch  
Content Editor  
Hootsuite social media management tool  
Campaign Monitor  
Adestra email marketing tool

## Education

**February 2017 - November 2017:** National Council of the Training of Journalists (NCTJ) diploma

**September 2011 - July 2014:** University of Manchester, BA (2.1) in Politics and Modern History  
Dissertation: The history of social welfare and the Beveridge Report (1942)

**September 2004 - May 2011:** The Heathland School, Hounslow, Middlesex  
'A' Levels: History (A), English Literature (A), French (B)

## References

Rosie Panther - content editor at DMC Digital / dealchecker  
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