

EVIE GLEDHILL

CONTACT

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- https://eviewritesandtalks.wordpress.com

SKILLS

- Strong writing, grammar and proof reading skills
- Utilising SEO
- Working in a fast-paced environment
- Working according to The Editors' Code of Practice
- Knowledgeable of media law, ethics and regulation, including defamation law, contempt of court and copyright law
- Knowledge of Ofcom broadcast standards
- Microsoft Office, Google Suite, Adobe In Design & Lightroom
- Proof-reading
- Teamwork
- Organised multitasker
- Excellent written and verbal communication skills
- Writing in different styles for longform articles, short articles, listicles and artists profiles.
- Using content management systems such as WordPress and Shorthand to create, manage and publish digital media
- Working to deadlines
- Strong researching skills
- Hybrid working
- Administrating and coordinating tasks
- Initiative, planning and problem solving
- Time management and patience
- Copy editing and news writing
- Using PA Media
- Generating new ideas and pitching articles
- Interviewing people of interest for articles
- Writing for a digital publishing site
- Writing for different target audiences
- Attention to detail
- Customer service & achieving sales targets

EDUCATION

- MANCHESTER METROPOLITAN UNIVERSITY
2022 - 2025
BA (Hons) English & Multimedia Journalism
- ST HILDA'S C OF E HIGH SCHOOL
2015 - 2022
A-Levels:
English Literature
English Language
Media Studies
GCSE
English, Maths, Business Studies, Science, RE, Food Technology, and Art.

PROFILE

I am a driven and enthusiastic person who thrives when working under pressure and is always striving to learn and grow. As an English and Multimedia Journalism graduate, I'm looking to expand within the media and communications industry. I have previous administrative experience liaising with team members and coordinating tasks. I am therefore a very proactive person and confident multitasker, something I have practiced throughout my professional experience and within my time writing for small publications. Over the course of my degree, I have gained a plethora of skills to make me fit for a role within the media and communications industry and partaken in networking events. I have engaged in a diverse range of journalism modules, writing workshops, film classes and newsroom-style environments within my course to widen my understanding of the media industry, strengthen my work and collaborate with my peers. I am confident in working to a deadline and have experience writing listicles, longform pieces, artist profiles and a variety of other forms. I am immersed in contemporary culture and trends, with expertise in arts and culture journalism and digital publishing. I have attained a great understanding of how to utilise SEO and navigate content management systems such as WordPress and Shorthand, (something I practice regularly when uploading to my personal blog). I write in accordance to The Editor's Code of Practice and abide media law regulations to ensure I am producing work which is ethical and conforms to industry standards. As someone who is passionate about music, arts and culture, I would love to pursue a career within this sector and overall grow within the media and communications industry.

WORK EXPERIENCE

- JOURNALIST, NORTHERN QUOTA & AAH! MAGAZINE
SEPTEMBER 2024- MAY 2025
 - Writing articles of different styles for both digital publishing and news reporting
 - Good understanding of SEO and navigating social media
 - Conducting thorough research and finding a good angle
 - Interviewing and editing
 - Attending Events and networking
 - Using content management systems such as WordPress and Shorthand to create, manage and publish digital media.
 - Excellent spelling & grammar skills
 - Drafting articles
 - Conducting Vox Pops on a local patch
- VOLUNTEER JOURNALIST, LOUD WOMEN CIC
MARCH 2025- PRESENT
 - Writing articles for a digital publishing platform
 - Reviewing
 - SEO formula
 - Liaising with a hybrid team
- SALES ADVISOR, NEXT PLC MANCHESTER ARNDALE (NOW TRANSFERRED TO LONDON WESTFIELD)
AUGUST 2022 - PRESENT
 - Team Buddy- supporting and training new starters during their induction process
 - Working within a fast-paced environment day to day, notably during sale periods
 - Visual merchandising for sale movement or new launch and working alongside visual merchandisers
 - Responsible for replenishing stock and assisting with priority returns on a limited time-frame
 - Assisting customers and finding a desired product or alternative, with consideration of the brand ethos
 - RFID stock scanning and counting, tagging and associating new lines
 - Prioritising tasks individually or as part of a team and delegating
 - Completing priority returns to a high standard under pressure
 - Trained to operate cash register, close tills and return money to safe
 - Use social media platforms to keep up to date with latest trends
- NHS ENGLAND NORTH LIVERPOOL NETWORK, ADMINISTRATIVE ASSISTANT AND FILING CLERK
JULY 2020 - JULY 2022
 - Working as a team and assisting the public during the pandemic
 - Ability to keep calm in fast-paced environments
 - Using the EMIS clinical system to add patient vaccine information to medical records
 - Answering patient phone calls and booking appointments
 - Coordinating with a team when filing patient records and supporting vaccinators
 - Handling patients records and confidential information with diligence and care
 - Attentive to patients whists stewarding
 - Partaking in daily team meetings to discuss workload and ensure efficiency
 - Minuiting meetings
 - Hybrid working
- INTERESTS
 - Live music gigs
 - Fashion
 - Film and TV
 - Writing articles and digital publishing
 - Singing and playing the guitar and ukulele
 - Writing and reading poetry
 - Baking
 - Food- exploring bakeries and restaurants
 - Spending time with friends and family