



KATE RELTON

EMPLOYMENT

Marketing Assistant Black Sheep Brewery	Mar '20 - Present
Marketing and Social Media Coordinator Group Hug App	June '20 - Present
Sales Advisor (Seasonal Temp) Superdrug	Nov '19 - Jan '20
Office Assistant Peak Tours Ltd	April-June '19
Style Editor Kettle Magazine	May '19 - Dec '19
Freelance Transcriber Thomas Carter Projects	Dec '18 - July '19
Administration Assistant The Old School House Community Arts Centre	Dec '13 - May '14
Teaching Assistant Rock Academy of Dance	Sept '12 - Feb '13
Teaching Assistant Ecole de Danse Picken	Aug '09 - Feb '10

CONTACT DETAILS

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Email: reltonwrites@gmail.com
Portfolio: <https://reltonwrites.journoportfolio.com/>
Insta/Twitter: @kate_relton

EDUCATION

MA Multimedia Journalism | Sept 2018 - July 2020
Manchester Metropolitan University

- Regular contributor to The Northern Quota
- Cultural Editor and contributor to aAh! Magazine
- Covering events and stories across Greater Manchester

BA (Hons) Open Arts | Sept 2013 - June 2016
Open University

- Studying a range of subjects within arts and humanities
- Focusing on literature, art, languages and European history

EXPERIENCE

- 5 years experience building and writing blogs through Wordpress
- Sub-editing and copywriting for online and print publications including *Northern Quota*, *aAh! magazine* and *Kettle magazine*
- *aAh!* Cultural editor - commissioning pieces, managing a group of freelance contributors, editing copy, promoting content on social media and writing content
- *Kettle* Fashion editor - compiling lists of article suggestions for contributors, liaising with writers and editors, writing content and promoting pieces on social media channels.
- Building a hyperlocal news site, populating the site with content including video- and photo-led stories, interviews and features. Running Facebook and Twitter pages to support the website
- Writing press releases for internal websites as well as local and national press
- Experience using InDesign and Photoshop programs
- 6 months experience transcribing audio files for *Thomas Carter Projects*
- Maintaining brand voice across social media platforms
- Creating, delivering and monitoring marketing campaigns
- Creating graphics and publicity materials
- Member of WeBlogNorth, a network of content creators in the North of England

OTHER SKILLS

- Excellent IT skills with proficiency in Microsoft Office
- Fast and efficient worker
- Motivated and driven, both working individually and as part of a team
- Experience with cash-handling, processing invoices and banking
- Data entry and database management using Google Sheets and Microsoft Excel
- Social media marketing, creating content for Twitter, Facebook and Instagram, and monitoring audience reach using analytics
- Proofreading and editing articles, online and print content
- I love to learn, grabbing any opportunity to try something new.
- I learn fast whilst being happy to seek out people or resources to better my knowledge if I am unsure or new to something.

OTHER INTERESTS

- Music
- Crafts
- History
- European languages
- Theatre
- Dance
- Baking
- Cooking