

SOPHIE KNIGHT

Address: Manor House, Goathland, Whitby, North Yorkshire, YO22 5AN

Tel: 01947896224 **Mobile:** 07887760661 **Email:** sjk0901@hotmail.com

An adaptable individual capable of working within a team or independently. Hardworking with a committed attitude and strong interpersonal skills, who is eager, willing and determined.

Work Experience

BELLA Magazine

September – December 2018 – Unpaid three-month internship at a fashion, beauty & lifestyle magazine.

Broadway, New York

- Running of ALL social media channels (Instagram, Facebook & Twitter) – Prepared twice daily posts, scheduled/created content for client accounts, regular interaction with followers/following, research/log trending hashtags to promote posts, create content to fit with the current styles of accounts, film LIVE in Times Square and around the city each week for Instagram TV and Facebook Live including B-roll and footage using apps such as Switcher and handheld camera stabilizers.
- Filmed/edited film/photos for clients
- Writing stories for online & print
- Interview preparation
- Attended NYFW 2018 – filming/reviewing multiple fashion collections
- Hosted a Fall Fashion party for Tommy Hilfiger & family
- Filmed LIVE videos for social media TV
- Built relationships with PR, attending meetings with them to expand relationships
- Planned/hosted various events/parties
- Administrative work – scheduling appointments with potential clients/arranging meeting details/ worked out/scheduled article deadlines.

7 STAR LIFESTYLE Magazine

June 2018 – Present

Lifestyle writer/contributor (online)

- Write online stories/reviews
- Attend press events for potential article – including a five-star hotel group in NYC
- Developed, confident use of WordPress to upload stories and high resolution media
- Share stories to social media channels, using relevant hash-tags using stories as well as posts.

Good Morning Britain ITV

May 2018

London

- Researching news story ideas
- Curating news stories
- Shadowing on live set
- Contacting PR agencies

- Administrative work
- Creating content for social media.

Star and New! Magazine

September 2017 – October 2017

London

- Transcribing interviews
- Assembling dummy magazines
- Social media sweeps
- Administrative work
- Research for interview questions
- Wrote sections of the magazine such as, Guest List Gossip and Party Crashers
- Attended press only events.

North East Life Style Magazine

February 2017

Newcastle

- Administrative work
- Reported on theatre, film, food and travel round the north east.
- Music and Book reviews
- Feature writing
- Assisted in Interviews.

SR-NEWS.com

September 2015 – May 2018

Sunderland

- Finding reliable sources
- Conducting interviews (face to face and telephone)
- Transcribe interviews
- Write breaking news for the North East
- Find suitable stories
- Submit to editors within tight deadlines
- Keep up to date with changing environment

FashionNorth.co.uk

September 2015 – May 2018

Sunderland

- Find up to date fashion inspired stories (including fashion week events)
- Contact sources (shops, designers, influencers)
- Collect video footage of events
- Conduct and undertake interviews
- Keep up to date with the fast-changing environment

Northern Lights

September 2015 – Present

Sunderland

- Attending and reviewing live performances

- Face to face interviews
- Transcribe interviews
- Be extra vigilant to upcoming performances in the local area
- Critical and complimentary writing

Employment History

Mallyan Spout Hotel

Goathland

Whitby

Hotel Assistant

2012 – Present

- Reception
- Strong communication with customers
- Represent good customer service skills, aware the customer always comes first
- Prioritize different tasks
- Varied working hours
- Work well amongst a team
- Barmaid
- Serve in Rosette awarded restaurant
- Concierge services
- Handling Money, cashing up at the end of a shift
- Report well to a manager/team leader

Mallyan Spout Coffee Shop

Goathland

Whitby

Assistant Manager

2015 – Present

- Dealing with customers face to face and over the telephone
- Handling and resolving customer complaints
- Delegating tasks amongst other employees
- Effectively work shift patterns and work rota's
- Responsible for opening and closing of the coffee shop
- Cashing up at the end of a shift
- Stock management
- Prime Baker

Mallyan Spout Hotel

Goathland

Whitby

Mallyan Messenger writer

2015 – present

- Writing weekly information pages including local events, news and the weather for hotel rooms.
- Research and collect relevant information
- Supply information to people not from the area

- Make local recommendations
- Analyse customer reviews for different places in the area delegate what would be suitable for our customers
- Build relationships with local businesses

Education

Sunderland University

September 2015 – May 2018 (Graduated 2:1)

BA (Hons) – Journalism

- My course incorporated; Public relations; Media law and Ethics; Public Affairs; Multi Media Platform; Court Reporting; Magazine writing; Gaming and Entertainment reviewing; Social Media, Video/Filming & Editing, Fashion Journalism
- **Short hand – Speed 100WPM**
- My Dissertation is a collection of 5 articles regarding legal highs and addictions.

NCTJ Diploma – Gold Standard

September 2015 - May 2018

- Shorthand 100 WPM
- Achieved above grade C in each category

Whitby Community College

September 2011 – September 2015

A-Levels

- English Language
- Psychology
- Drama

AS – Level

- Sport Studies

Qualifications

- NCTJ Gold Standard
- 100 words per minute Shorthand
- Duke of Edinburgh Bronze

Interests

- Running – completed the Great North run three times
- Travelling – Lived independently in the Upper East Side of Manhattan whilst completing a three-month internship, travel at least five times a year.
- Beauty & Fashion
- Entertainment
- Social Media

Personal Details

Full, clean UK driving license & car owner

References (Others are available upon request)

Good Morning Britain (ITV)

Carl Hemp – Senior Planning Producer

Email: carl.hemp@itv.com

Mallyan Spout Hotel

Kay Bell - Director

Tel: 01947896486

Email: info@mallyanspout.co.uk

Mallyan Spout Coffee Shop

Nichola Robinson – Manager

Tel: 01947896064

Email: info@mallyanspout.co.uk

University of Sunderland

Alistair Robinson – Alistair.robinson@sunderland.ac.uk

BELLA Magazine

Jessica DePeppo – Client Relations Manager - jessica@bellanyc.com

Star Magazine

Georgia Trevitt – Journalist - Georgiatrevitt@yahoo.co.uk