

CHARLOTTE BAILEY

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PERSONAL PROFILE

A motivated, responsible and enthusiastic postgraduate, who shows initiative and aims for the best in creative and academic work. Capable of independent work and also works well in a team. With a Bachelor of Arts from the University of Canterbury, now taking a Master of Arts in Publishing at the University of Plymouth.

EXPERIENCE

Editorial Assistant with Untold Publishing Limited [Ongoing]

I am undertaking a 3-month internship with Untold Publishing Limited. I am working with both their Impress Books imprint and their Aelurus imprint. I am researching independent bookshops that could benefit from Untold Publishing Limited's support and that may be interested in their books. Alongside this, I am also in charge of contacting the bookshops. As an additional role, I worked on acquisitions through reviewing manuscripts and help with approving submissions. This has allowed me to work on my research, communication and organisational skills, as well as gain further insight into the publishing process.

Editorial Assistant and Marketing Collaborator with the University of Plymouth Press (UPP)[2020]

This work placement was conducted in collaboration with the University of Plymouth Press (UPP) and Britannia Museum Trust Press (BMT Press). I created an advance information sheet using InDesign and conducted research into the market for the title featured in the AI sheet. This experience allowed me to gain further understanding of editorial skills, marketing techniques and InDesign.

EDUCATION

University of Plymouth (2019-2020)

- Master of Arts in Publishing. MA projects:

- Editor: *Mayflower Anthology 2020 Learning the Land*, in collaboration with the Plymouth City Council for Mayflower 400 celebrations.
- Editorial Assistant: *Dunkirk: Operation "Dynamo", 26th May - 4th June 1940, An Epic of Gallantry*, in collaboration with Britannia Royal Navy College. Reproducing tables from the original 1940s archives to fit a new layout
- Editor-in-Chief: University of Plymouth's student-led anthology, INK.
Created and managed the INK website: <https://inkmedia2020.wixsite.com/ink2020>

University of Kent, Canterbury (2015-19)

- BA(Hons) English and American Literature with a Year In Computing

2.1

The Leys School, Cambridge (2010-15)

- A2 Levels (2015):

3 A2 Levels (A-B)

- GCSEs (2012/2013)

11 GCSEs (A*- B)

EMPLOYMENT HISTORY

Student Ambassador at University of Plymouth [November 2019 - Ongoing]

Supporting the University at recruitment and other university wide events. Dealing with visitors, public, and course promotion.

Sales Assistant, then Duty Supervisor, at Kent Union Student Union Shop at the University of Kent, Canterbury [April 2017 - July 2019]

Selected through competitive interview. Entrusted to handle money (cashing up, safe counts and change runs). Trained in locking up and opening the shop. Learned managerial skills. Responsible for the running of the shop and working with a team of students when taking over from managers

KEY ACHIEVEMENTS

- 2nd Team Captain, University of Kent Korfball Club (September 2018–March 2019). Also Recruitment Secretary and Fundraising and PR Secretary
- Full, clean UK Driving Licence
- Head of Naval Section, The Leys School, Combined Cadet Force (2014–15)
- School Prefect (2010) (2014–15)
- LAMDA Gold Award Grade 8 Public Speaking (Distinction)(2015)
- RYA Powerboat course at BRNC Dartmouth (2014)
- CVQO Level 3 Award in Leadership and Management (2014)
- Leadership course at BRNC Dartmouth (2013)
- Silver Duke Of Edinburgh (2013)

SKILLS

- **InDesign/ Photoshop** - I have experience in InDesign and Photoshop to a high standard. With this software I have created a book, redesigned posters and magazine covers and double page spreads.
- **Teamwork** - I have experience in working as a team to create work that is of a professional standard.
- **Time Management** - As Editor-in-Chief on a publication for the University of Plymouth, I was able to manage time effectively, working to a tight publication schedule and ensuring that the team remained on target.
- **Leadership** - I have held various leadership positions from School Prefect, to Head of Naval Section at The Leys School to the creative lead on a publishing project as Editor-in-Chief.
- **Public Speaking** - I am trained in Public Speaking to a high standard, receiving a Distinction in my LAMDA Gold Award Grade 8 Public Speaking in 2015.
- **Social Media** - I have experience running the University of Kent Korfball instagram account and using this account to market the club. I also manage my own bookstagram account.
- **Copyediting** - I have an understanding of copyediting and proofreading correction marks.
- **Wix.com website development** - As Editor-in-Chief of the University of Plymouth's creative anthology I created and managed the anthology's website. I have also created and manage my own portfolio site.

INTERESTS

- Korfball, photography, knitting,
- Literature: I have recently read *The Wicked Deep* by Shea Ernshaw. I am reading *The Magic Lantern*, *The Revolution of '89 Witnessed in Warsaw, Budapest, Berlin and Prague* by Timothy Garton Ash.

REFERENCES AVAILABLE ON REQUEST
