

Lily Smith

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Portfolio: <https://lilyjsmith55.wixsite.com/writer/articles>

I'm an ambitious and hard-working third-year undergraduate studying English with History with the relevant skills to work in the publishing industry. I have a passion for writing with a particular focus on lifestyle, feminism, mental well-being and people stories. I also believe I have the skills to follow a brief to fulfil copywriting tasks and have done some work experience in this (see Pages Creative below). Studying English with History has allowed me to develop analytical skills as well as read a variety of texts ranging from fiction to historical documents. This has helped me to cultivate the ability to process and apply information quickly and concisely.

Education and Qualifications

Plymouth University (2017-Present)

English with History (BA)

Notable modules include:

- Dissertation in Critical Writing
- Critical Theory
- Professional Writing

Southam College (2015-2017)

English Literature: B, History: C, Geography: B

Danetre and Southbrooke Learning Village (2010-2015)

10 GCSEs: A-C

Skills

Team work

- Ability to work in a range of group sizes with various personalities both as part of my degree and during work experience
- Working as part of a team in customer service roles
- Ability to encourage and motivate others to perform to the best of their ability as part of group work in my degree

Written and Verbal Communication

- Ability to conduct formal writing in the style of essays as well as feature writing to a specific word-count and deadline
- Experience in public speaking in presentations as part of my degree and providing feedback to other members of staff in meetings as part of work experience
- Communication with members of the public as part of customer service roles and during work experience
- Ability to form a convincing argument and articulate myself clearly and effectively

Multi-tasking and Organisation

- Ability to organise my time effectively to increase productivity and work to multiple deadlines
- Successfully combining work and social life

Efficient Learner

- The ability to take on instruction quickly and efficiently
- The ability to develop from constructive criticism to improve my writing to the best of my ability

Adaptability

- The ability to move between different tasks and maintain focus on different assignments for both my English and History modules
- The ability to simultaneously conduct work experience alongside my degree and part-time work
- Adapted to the change to online learning for part of my final year of my degree

IT skills

- Competent use of Microsoft Office applications such as Word and PowerPoint
- General knowledge of social media applications such as Facebook, Twitter and Instagram

Work Experience

Plymouth Herald, 8th – 12th April 2019 (Plymouth)

- Writing articles for the website advertising local events
- Conducting interviews with members of the public to gain research for an article
- Helping to film promotional videos for a client's website

Pages Creative, 5th – 9th August 2019 (Cheltenham)

- Writing articles for clients magazines about various company's charity projects
- Aiding in creating headlines for copy that had already been produced
- Observing a editorial meeting
- Attending a prospective client meeting and feeding back to other members of staff

Generation Plymouth, August 2019 – Present (Plymouth)

- Writing articles on a voluntary basis detailing events in the local area
- Contacting and interviewing local business owners/people to get information for articles
- Attending events to review them for the website

Employment

Waitress, August – September 2018, August – September 2019, The Courtyard Café and Tearoom (Daventry)

- Working as a member of staff to ensure excellent customer service
- Use of the relevant equipment such as the till and coffee machine

Sales Assistant, April – September 2016, June – September 2017, Scallywagz (Daventry)

- Working as a member of staff to ensure excellent customer service – gaining the shop a 5* review online
- Use of the relevant equipment such as the till and order forms

References

Available upon request