

HANNAH CHAMBERLAIN

EDITOR

CONTACT

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✉ hannah.chamberlain@live.com

★ Full, Clean UK Driving Licence, willing to travel / relocate

EDUCATION

UNIVERSITY OF LINCOLN

2011 - 2014

BA (Hons) in English

SKILLS

PROFESSIONAL

- Presentation skills
- Editing & Proofreading
- Creating company voices
- Research and analysis
- Microsoft Office
- Creative Writing
- Data entry

ABOUT

An experienced writer and editor. Looking to pursue a career in the field of content writing, editing and/or publishing. Highly skilled in writing, editing & proofreading content for various genres.

PROFESSIONAL EXPERIENCE

EDITOR

Clintons (Esquire Retail Ltd) | Jan 2019- Present

TASKS INCLUDE:

- Attending regular meetings with the planning department to discuss editorial briefs and design projects
- Solely responsible for developing written content for greeting cards, gifting, stationery, calendars and assisting with newsletters, Instagram and blog posts
- Proofreading each card, calendar, diary and gifting item in three different stages, as well as day and date fact checking the calendar and diaries
- Managing my daily workload with multiple side projects
- Researching and pitching new ideas to project managers and creative directors

FREELANCE WORK

Clintons (AG Retail) | September 2018 – November 2018

TASKS INCLUDED:

- Proofreading copies of greeting cards
- Writing and editing creative content for greeting cards

EDITORIAL ASSISTANT & EDITOR

UK Greetings Watermark Publishing | April 2015 – July 2018

TASKS INCLUDED:

- Writing and developing written content for greeting cards designed for Clintons & Paperchase
- Proofreading final samples and additional copy before going to print
- Creatively developing my own range of verses for greeting cards
- Regular store visits and competitive research then formally present findings
- I was also required to manage our Proofreading Assistant effectively, demonstrating excellent leadership skills

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COURSES & ACHIEVEMENTS

Microsoft Excel – Intermediate
Wordtree Creative Writing course
Stephen Lloyd Proofreading at work
Peter Carty Travel Writing workshop
Emergency First Response First Aid and CPR

PADI OW Diver, AOW, Dry suit Diver

INTERESTS

- Reading, writing & literature
- Scuba diving
- Stand up paddleboarding
- Theatre
- Travel

AVAILABLE ON REQUEST

PROFESSIONAL EXPERIENCE Continued...

OFFICE ADMINISTRATOR

Haines Watts Chartered Accountants | 2014 (June – Oct)

TASKS INCLUDED:

- Sorting and logging incoming and outgoing post
- Updating letters of engagement and the system for our clients

Due to excelling in these tasks I was then given a project involving market research. This included researching local companies to decide whether to pursue them as potential clients, creating detailed profiles and summaries for each company.

ADDITIONAL INFORMATION

MUSICAL THEATRE COMMITTEE – During my three years at university, myself and 8 other individuals helped to create a musical theatre society from very limited sources that by the end of the year, it was a society very well known to students.

SKILLS GAINED

- Budgeting & fundraising
- Organising and setting deadlines for performances
- Teamwork skills
- Good communication skills
- Leadership for creating and following itineraries

JOURNALISM MODULES – During the first year at university I was able to learn about modules related to journalism. I had to learn to write articles in print and online, interview subjects and give presentations.

SKILLS GAINED

- Learning to write concise articles under a certain length of time
- Blogging and presentation skills, both achieving first class honours in the assignments
- The 'media law' module helped me gain an understanding of what could potentially be libellous when writing articles

PERSONAL PROFILE

I am a very enthusiastic person and open to new experiences, meeting new people along the way. I have a strong passion for outdoor adventure, especially scuba diving and other water activities and I enjoy being part of a company that works together to achieve outstanding results.

Being the sole editor of a company means I am heavily relied upon by my colleagues in other departments. This has made me incredibly independent and able to give and receive criticism when needed as well as time and workload management.