



## PROFILE

I am skilled at sourcing compelling stories, writing engaging copy to tight deadlines and creating content that is tailored to the audience.

I completed a year-long, paid placement at Purple Revolver - an online digital media and review website, where I published a number of articles on a range of topics.

My current role requires me to effectively communicate and liaise with; existing and potential clients, product installers, staff members, contractors and directors on a daily basis.

Collaborating with other departments and adapting to changes within the working environment have helped solidify my ability to maintain high standards whilst working under pressure.

## EDUCATION

### 2020 - 2021

#### Training Qualifications UK

TQUK Level 2 Certificate in Principles of Business Administration

### 2016 - 2019

#### Liverpool John Moores University | BA Journalism

BA Honours Journalism - 1st

### 2014 - 2016

#### Sussex Downs College | A Levels

English Language - B

Business studies - B

Psychology - C

### 2009 - 2014

#### Seaford Head School | GCSE's

14 GCSE's A\* to B

English A\*

Mathematics A

## EXPERIENCE

### 2022 - PRESENT

#### Paxton Access

Marketing and Communications

- Writing case studies for internal and external communications
- Producing social media posts for a variety of platforms

### 2021 - PRESENT

#### Paxton Access

Reception and Facilities Administrator

- Providing administrative support for all departments
- Facilities tasks include maintaining accurate records and carrying out Health and Safety checks
- Taking telephone calls and responding to emails from suppliers, customers and other departments and assisting with their enquiries
- Handling sensitive information and items with a high monetary value
- Accurately inputting data and checking to ensure important records are kept up to date

### 2018 - 2019

#### Purple Revolver

Content Creator/Copywriter

- Liaised with event organisers to implement the correct PR strategies for our clients
- Conducted interviews face to face, via telephone, and via email using correct etiquette and ensuring correct procedures were followed

- Shot and edited content for promotional pieces for local businesses and events
- Sourced and produced a range of multimedia pieces for the website
- Wrote a number of press releases ensuring accuracy and precision
- Handled interviewees personal data safely and effectively according to guidelines

## 2019 - 2019

### The Spirit of Liverpool festival

Freelance PR and marketing for a festival launch in Liverpool

- Input in the timeline for the PR campaign
- Drafted and published social media posts
- Writing, producing and distributing press releases to relevant contacts
- Panellist alongside festival organisers on BBC Radio Merseyside

## 2019 - 2019

### The i newspaper

Week long placement at London office

- Assisted in producing NIB's
- Transcribed interviews carried out by journalists on the team

## 2018 - 2019

### Work experience | Liverpool Echo

Selected for the community reporter scheme by my university lecturers

- Pitched and developed 'people' stories for a specific area of Liverpool
- Present at news conferences which gave me insight in to a typical newsroom
- Developed an understanding of the basic statistics newspapers look at to assess productivity

## REFERENCES



### Kimberley Kay

Internal Sales Executive, Paxton Access

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Tel: 01273 811 035

### Kate Heathman

Senior Lecturer, Liverpool John Moores University

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## QR - PORTFOLIO/WEBSITE

Please take a look at my website/portfolio for a selection of my editorial and written work.

**Website:** [summermarie.co.uk](http://summermarie.co.uk)



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