

Amanda Mason

23 Rough Common Road, Hertfordshire, SG15 7BK
mason@yahoo.com.uk
01234 111222

Second year History undergraduate with experience of freelance editing, proofreading and producing writing for a range of local and national publications. Currently seeking a work experience placement in newspaper journalism.

EDUCATION

University of Portsmouth **BA Hons History** **2023 - present**

Degree focussed on studying modern European and American history and included subjects such as: Politics and Culture of 19th Century Russia; The Rise of the United States since 1880; The Concept and Art of Warfare in Europe and North America 1800 – 2000.

This course combined theoretical study and project work, developing transferable skills in:

- Presenting strong written arguments by selecting and communicating findings in a structured, coherent and persuasive manner for example, for presentations to students
- Conducting research using different tools and sources such as news archive material and government records
- Working independently, setting own deadlines and managing workloads effectively, for example during projects on media relations and history of broadcasting
- Conducting reflective thinking and research, especially in relation to final written essays
- Collaborate with groups of five to ten fellow students to manage course projects on the history of news reporting in Europe

Hertford Collegiate School, St Albans **2016 - 2023**

- A-levels including Art (B), English Literature (B), History (C) and General Studies (B)
- 10 GCSEs grades 9-5, including Maths, English and Science
- Governor's prize for outstanding academic achievement

RELEVANT EXPERIENCE

President and Publisher, University Comedy Society **May 2024 – Present**

- Launched a project to produce a brand-new campus publication in the shape of an alternative student magazine
- Implemented new club, Comedy Time, to support the project, which raised over £400 from sponsorship deals with local businesses to fund first and future editions
- Sourced and organised access to publishing facilities for the 25 members of the editorial team
- Researched and arranged platform for publicity and distribution
- Regularly commission articles and write editorial for the publication
- Illustrated material for initial launch publication and continue to illustrate subsequent editions
- Proofread articles with high attention to detail to ensure quality and accuracy of content

Writer, Charity News

Feb 2024 - May 2024

- Authored a series of articles on the subject of charity sponsorship
- Advised the fundraisers on circulation strategy, resulting in 27% increase in engagement
- Assumed an active role in the production of the newspaper, including membership of the editorial team of five people

Campaign coordinator for Mock Election

Feb 2023 - Mar 2023

- Coordinated and led the campaign for the mock GREEN party
- Conceived and designed various posters using Photoshop
- Implemented a publicity campaign that attracted 250 students in support of the GREEN party to the mock election event

Writer, History Magazine

June 2022 - May 2023

- Co-founder and writer for sixth form History magazine
- Set up a magazine along with a team of five other students
- Negotiated and received a budget of £200 to cover magazine overheads
- Injected creativity into the design process
- Wrote the front page article for the first issue and sought out various other contributors

OTHER EXPERIENCE

Bartender, University of Portsmouth Students' Union

Feb 2024 –Present

- Collaborate with a team of five staff to provide efficient bar and food service in a busy and high pressured work environment
- Liaising with kitchen staff, external suppliers and sponsors of events
- Managing financial records and ensuring safe storage of cash of up to £5,000
- Coordinate and deliver training for new staff on service techniques and safety legislation, utilising strong leadership and management skills

Administrative Assistant, Hertford Collegiate Enterprises Ltd

May 2022 – Present

- Establishing and managing booking database for community sports centre
- Managing software updates and training staff
- Providing excellent service to clients via telephone and timely email communications

HOBBIES AND INTERESTS

- Drawing and Painting
- An active member of UKC's Mountaineering Club, taking part in events and trips over the past year
- Cycle as a means of transport around Portsmouth, and swim frequently

REFERENCES AVAILABLE ON REQUEST