**Name Name**

(optional) 201 Road Road, Bournemouth, AB1 2CD  
[myemail@myemail.com](http://uk.f264.mail.yahoo.com/ym/compose?to=jonnymcleod@yahoo.co.uk) 07506 686 605

**Profile**

**Innovation:** Researched and developed an online system for marketing property. Secured funding and generated clients in order to make this a reality. Showing over 800 properties by the time of its buyout.

**Teamwork:** Worked in a team of 5 financial auditors to produce 15 audits in 6 months. I was specifically responsible to making sure that my colleagues work was double checked.

**Leadership:** Helped the business society at Fictional University to merge with another society to create the biggest student business society in the UK. Ensured that there was a clear structure and mission for the future.

**Education**

**2003 – 2006** Bournemouth University, BA Hons History 2.1

**1998 – 2003** Unnamed College, A Levels: History [A] Geography [B] Physical Education [B], AS Levels: Film Studies [B]

**1995 – 1998** Unnamed School, GCSEs: English [A] Maths [B], 6 other grades between A and C.

**Employment (or Work Experience)**

Aug 2013 – present  **Digital Content Editor,** Paper Papers

Summary of activities and duties here. 1 to 2 sentences.

* **Deliver quality content** across multiple platforms, including Paper.co.uk (1.3 million daily unique users) and the Daily Paper print (1.3 million daily readers) and tablet (1.3 million daily page views) editions. To edit and package content to tight deadlines whilst ensuring the editorial standards of London’s leading quality newspaper, during events such as the mayoral elections and football World Cup. To edit and package content to tight deadlines whilst ensuring the editorial standards of London’s leading quality newspaper, during events such as the mayoral elections and football World Cup.
* **Work under pressure** to edit and package content to tight deadlines whilst ensuring the editorial standards of London’s leading quality newspaper, during events such as the mayoral elections and football World Cup.
* Drive digital traffic to Paper.co.uk by **optimising and promoting content** using the latest digital publishing channels, tools and trends, including SEO, social media and analytics. Playing a role in helping Paper.co.uk increase daily unique users by more than 1 million over the past two years.
* Made strong editorial and design decisions in taking overall responsibility as editor for the tablet edition, contributing to an **increase from 40,000 to 60,000 daily downloads.**

Sep 2011 – Aug 2013 **P/t Sales Assistant**, Curry’s, Wapping, London

Responsibilities include handling financial transactions, advising customers, dealing with complaints and ordering products.

**Client service** – exceeded sales target in June and July by actively listening and responding quickly to needs of client and staying up- to-date with product knowledge. Offered increased hours and now invited to train new staff.

**Communication** – received positive feedback from client after negotiating with external supplier to speed up late delivery.

Summer 2010 **Volunteer, local children’s’ football team**, Wapping, London

Responsible for admin support in lead-up to two-week summer school.

**Organisational skills** – booked pitches and communicated details to parents before and during summer school. Made all arrangements for final day match in which all 20 children took part.

**Other Skills and Qualifications**

**IT**: Intermediate level Word, Excel, Access and PowerPoint

**Languages**: Conversational German

**First Aid** **practitioner**: Qualified 2017

**Professional Development**

**Interests**

* Video production, including making music videos and publishing them on YouTube
* Regular classical concert goer
* Science Fiction, literature and non-fiction reading

**References**

Available upon request