

# OLIVIA JONES

*Media and Communications Student & Freelance Designer*

## PROFESSIONAL SUMMARY

I am a highly motivated and self-reliant person currently in my final year of university studying media and communications. I am keen to embark on a career in Social Media, to apply my degree in a business environment, and use my creativity to the full. I have experience of developing paid social media content and working on a large company social media platform. In my spare time I manage my own social media platforms and the social media platforms of a magazine I have worked with. I am extremely hardworking and can work well both independently and as part of a team. I have both the skill set, determination and enthusiasm that I believe will make me an asset to your business.

## WORK EXPERIENCE

### Next Ltd

*Sales Team | May 2018 to Present*

- Experienced across all Departments; Women, Men, Children and Home and Lipsy.
- Work mainly front of shop greeting and helping customers and helping to boost sales and recover the floor.
- Working in stockroom and with delivery teams in busy periods.
- Sales preparation; identifying, de-tagging and labeling stock. Also work early hours of the morning on sales launch to help manage customer flow.
- Trained and managed temporary staff in sales/busy periods.

### Southern Water

*Summer Internship with Media Team | 2017*

- Responsible for the Southern Water social media pages; making regular content, creating social media banks for upcoming campaigns, monitoring customer posts and responding to these.
- Developed information pamphlet to be used in Customer drop to promote environmental awareness. Part of the Beauty of the Beach campaign. Circulated to customers in the Southern Water Region.
- Active team member and encouraged to contribute in meetings where we discussed ideas for upcoming media campaigns.
- Worked with Internal team developing employee communications.
- Worked with External Communication to develop a variety of communications to target different stakeholders; customers, shareholders, press and government.

## CONTACT DETAILS

Mobile: Available upon Request \*  
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[www.ojones3198.wixsite.com/oliviajones](http://www.ojones3198.wixsite.com/oliviajones)  
Address: Available upon Request \*

## SKILLS

- Experience working with Adobe Photoshop, InDesign, Illustrator and Audition
- Experience working with DSLR's and trained in photography studios.
- Active team player
- Good organisational skills and time management skills

## EDUCATION HISTORY

### Birmingham City University

*2016 - Present*

Currently completing my Media & Communications BA (Hons) degree.

### The City of Liverpool College

*2014 - 2016*

*A- Levels achieved:*

- A\* | Art and Design
- B | Media Studies
- C | Film Studies

### St Hilda's C of E High School

*2009 - 2014*

*GCSE's achieved:*

- A | Art and Design
- B | Mathematics, Core Science, Additional Science, Textiles, Religious Studies, English Language
- C | English Literature, French, Geography, Business Studies

## REFERENCES

Available upon request\*