

# Jenna Jones

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## PROFILE

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Proactive, social media savvy Journalism and Communications student with a passion for the arts; excellent communication skills developed through support roles within the arts and culture sector and student media and volunteer positions; seeking a PR internship with a cultural communications agency.

## RELEVANT EXPERIENCE

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### **Content Contributor, Cardiff Student Media: Quench Magazine (Culture) Jan 2024-Present**

- Regular contributor to Cardiff University's monthly student lifestyle magazine (readership of approx. 20,000) and Quench online, including features, reviews and commentary pieces:
  - Reviews of plays, operas, musicals including: **[PROVIDE HYPERLINKS]**

### **Marketing and Communications Support Assistant, Cardiff University June-August 2023**

- Managed the School of Music's social media accounts on Twitter and Facebook
- Communicated professionally with stakeholders via email/telephone, handling enquiries efficiently
- Assisted with event planning for Cardiff University Open Day and the School of Music's Annual Gala Concert and liaised with the university design team, external printers and finance department to produce promotional literature including leaflets and posters, invitations and event programme

### **Administrative Assistant, South East Museum Development, Brighton and Hove Summer 2023**

- Carried out general administrative duties including filing, photocopying, keeping the museum database updated with contact details for museums
- Updated the South East Museums website with news, training and jobs and supported the Programme Liaison Officer with maintaining a social media presence with news updates

## KEY SKILLS

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**Enthusiastic team player** – worked closely with colleagues in the School of Music to ensure smooth running of events with over 200 attendees and 50 musicians. Also comfortable working independently.

Trusted to produce accurate, engaging and well written content for South East Museums website and social media platforms demonstrating **excellent written communication skills**. Spoke with confidence to members of the public, senior members of academic staff and event sponsors whilst working in the School of Music and comfortable giving presentations and pitching ideas within my degree.

Able to **manage my time and my work** demonstrated by my success in balancing full time study, part time work and extra curricular commitments whilst maintaining high 2:1 grades.

**Strong IT skills** and experience of using Outlook, Word, Excel. Basic knowledge of InDesign.

## EDUCATION

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**BA Journalism and Communications, Cardiff University** **2023-Present**

Relevant modules include: History of Mass Communications and Culture; Language, Media, Manipulation; Magazine Feature Writing and Production; Spin and PR, Charity Campaigning and Planning, Social Media Trends

Year 1 result: 67%

**A levels, King Edward VI School, Brighton** **2021-2023**

English (A), History (A), French (B), Art AS (B)

**GCSEs, Brighton High School** **2016-2021**

10 A\*-C grades

## OTHER EXPERIENCE

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**Volunteer Event Photographer, Tenovus Cancer Care, Cardiff** **June – August 2023**

- Took photographs at various busy and exciting charity events, including runs, walks, fun days, concerts and dinners, capturing special moments for participants. My photos were used on the Tenovus website and in marketing material, contributing to increased donations for the charity.
- Contributed written material for press releases including interviews with event participants.

**Waitress (part time and holidays), Pizza Hut, Buresdon** **2021-2023**

- Worked as part of a team to take orders, serve and clear tables, ensuring maximum covers during very busy shifts on Fridays and Saturday evenings
- Dealt with customers in a polite, friendly manner and provided efficient service which led to excellent customer reviews and recognition as Employee of the Month twice in 6 month period.

## INTERESTS AND ACHIEVEMENTS

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**Photography:** Keen photographer - particularly reportage style informal people shots.

Member of the Cardiff University Photography Society, and elected to **committee position of Social Media Manager** for 2017-18 with responsibility for all society communications. Organised numerous member events such as weekly photo walks around Cardiff, photography workshops, trips and socials. Used Facebook and Twitter to promote events

**Class representative** (2017-present): involves attending termly Staff Student Panel Meetings, representing the views of the class, proposing ideas and liaising with academic staff.

## REFERENCES

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Available on request