

SARAH ANON

123 University Street, Aberdeen, AB12 3AB

Sarah.anon@emailaddress.co.uk

[LinkedIn.com/Sarahanon](https://www.linkedin.com/Sarahanon)

Phone: 01234567890

Adviser's Note:
This CV is written
with a view to a
publishing career.
Profiles are not
normally
recommended, but
advised for this
specific career area.

PROFILE

Experienced in proof reading, web editing, digital copy and writing. I am keen to further my publishing experience, gained through editing a student newspaper, book retail and Society of Young Publisher membership in a graduate role.

EDUCATION

2016 – 2020 **MA Hons English, University of Aberdeen (2.1 Anticipated)**

Courses include: Anglo-American Children’s Literature, Contemporary Irish and Scottish Writing, Creative Writing: The Writer’s Voice, and The Short Story as a Literary Form.

Dissertation: “New Moon to Avonlea: Feminism, Faith and Family in LM Montgomery’s writing.”

2010-2016 **Perth High School**

- SQA Advanced Highers: English (B), History (B)
- SQA Highers: Biology (A), English (A), History (A), French (B), Music (C)
- SQA National 5: Six National 5 Awards, including Maths (B) and Graphic Communications (B).

RELEVANT PUBLISHING EXPERIENCE

Summer 2019 **Brand Intern, University of Aberdeen**

- Completed 10 week “Aberdeen Internship” within the University’s Marketing and Student Recruitment departments, reviewing the University’s branding for its digital and print copy.
- Researched stories and created factoids, to support the University brand and research strengths to prospective students and research partners.
- Undertook training in ‘OpenText CMS web authoring’, and ‘Writing for the Web’, enabling me to create original content on the University’s website.

January 2017 – Present **Writer and Editor, The Gaudie Student Newspaper**

- Contribute monthly to news, culture and Opine sections of The Gaudie, Scotland’s oldest student newspaper, including articles on the University’s May Festival. Portfolio available on request.
- Attend weekly editorial meetings, assign tasks, proof read articles, work accurately to short print deadlines, and updated The Gaudie’s social media content (Facebook and Twitter).

October 2018 – Present **Bookseller, Waterstones Aberdeen**

- Provide excellent customer service in busy city centre bookshop, both in person and by phone, to retail customers and publishers.
- Create enticing displays to attract customers, focusing on both mainstream and niche authors. Work in other store departments as needed, including the coffee shop.
- Support store events, including the “Margaret Atwood Reading Party” and the “Teen Book Club”, by welcoming customers and participating in group discussions.

Session 2018/19 **University of Aberdeen Career Mentoring Programme: Editorial Assistant**

- Mentored by a freelance Editorial Assistant, through phone calls and meetings during the academic year.
- Spent two days shadowing her at work, learning how a freelancer manages their time. Had the opportunity to see the different types of work she undertakes, and undertake some proof-reading with her.

PROFESSIONAL MEMBERSHIP

Society of Young Publishers (SYP): Member of SYP Scotland, and travel to Edinburgh to attend events, including their conference in February 2019 which had specific sessions on children's publishing.

OTHER EXPERIENCE

Summer 2018

Kinnoull Farm Shop, Perth

- Packed vegetable boxes of fresh farm produce and delivered these to customers by car.
 - Posted photos to the shop's Instagram feed, uploading images of interest in the environs.

KEY SKILLS

Time Management:

- Excellent time management skills from balancing a heavy reading commitment of coursework alongside part time jobs, involvement in student societies and attending SYP events, where possible, while ensuring print deadlines for the Student Newspaper are met.

Communication:

- Developed confident communication skills at Waterstones when interacting with customers in person, and suppliers by phone.
 - Regularly deliver oral presentations as part of my course and enhanced written skills by writing for The Gaudie.

Attention to Detail:

- As a member of the Editor team at The Gaudie, am required to have excellent proof-reading skills.

Teamwork:

- As an Aberdeen Intern, worked closely with colleagues to create a bank of marketing materials relevant for a variety of University Departments to use in future promotions.
 - As a cast member of the 2019 Student Show, worked with cast, costumes, production and fundraising teams to rehearse and perform a sell-out show within a 4-week period. Contributed to selling over 8,000 tickets across 6 performances.

IT:

- Competent user of MS Office (Word, Excel, Publisher), and trained in OpenText CMS.
 - Able to touch type at 50 wpm.
 - Use Hoot Suite to manage social media (Facebook, Twitter) in Waterstones and The Gaudie.
 - Completed self-guide tutorials in Photoshop to enhance personal Instagram profile.

Driving:

- Full UK driving licence with no endorsements.

INTERESTS AND ACHIEVEMENTS

Student Show: Cast member in the 2019 Aberdeen Student Show “The Glaikit Showman”, which was entirely rehearsed and performed during the Easter vacation. It raised over £120,000 for local charities.

Reading: In addition to my prescribed coursework reading, I particularly enjoy the writings of Margaret Atwood, Marion Keyes and John Grisham, as well as Young Adult fiction.

REFERENCES: Available on request.