

Maria Johnstone CV

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Personal Statement

I am a motivated and driven individual with a great passion for the Film and Television industry. I have successfully completed a BA (Hons) Communications and Media degree at Bournemouth University where I developed strong communication skills, both written and verbally.

I have worked within the Media industry through Project Management and Marketing Communication roles.

I have detailed knowledge of working to deadlines, and a proven track record of ensuring multiple campaigns and projects always meet the required timeframes. I lead with initiative on projects bringing strong interpersonal and organisational skills.

Professional Experience

July 2014 – 31 July 2015

Local World Limited – Promotions Manager

Responsible for the project management of multiple pillar promotions across thirteen different regional newspaper titles in the South West, UK. This includes:

- Project management of multiple print and digital campaigns
- Extremely high level of organisational skill
- Strong communication skills, both written and verbally
- Highly adaptable, ensuring that any changes are dealt with effectively and efficiently
- Building and maintaining strong client relationships
- Planning and co-ordinating schedules and budgets for campaigns and projects
- Creative input and ideas generated for design of client advertisements
- Collaboration with the Creative department on all projects to ensure creative brief is being met
- Designing presentation documentation
- Print and online copywriting
- Proof reading copy
- Website development
- Upkeep of all social media platforms, including Twitter and Facebook
- Marketing communications
- Internal co-ordination and communication
- Public speaking
- Events management
- Lending support to team members when required including senior and management
- Good problem solving skills and strong initiative approach
- Excellent time management skills

April 2012 – July 2014

Good Energy – Industry Analyst

Responsible for analysing data and trends within the Energy Industry. This included:

- Project management ensuring that all deadlines were met
- Weekly and monthly reporting on operational figures to heads of departments
- Researching data patterns

- Problem solving through a creative approach
- Lending support to senior members of the team when required
- Building and maintaining strong client relationships
- Internal and external co-ordination
- Strong use of communication skills

May 2011 – April 2012

Good Energy – Process Support Assistant

Responsible for the handling and processing new contacts. This included:

- Registering new customers
- Organising incoming post
- Answering reception calls in a polite and friendly manner

January 2011 – March 2011

GYBL – Digital Marketing Executive

Responsibilities included maintaining the general upkeep of the company's and clients social media platforms such as Facebook and Twitter

Education

2006 – 2009 University of Bournemouth
BA (Hons) Communication and Media

1999 – 2006 Sheldon School, Wiltshire
3 A-Levels (English Literature, Art and Drama)
9 GCSE's (including Mathematics, English and Science)

Additional Skills

I am a highly motivated and pro-active individual, with a naturally positive and upbeat attitude. I am extremely adaptable to any new task or project, bringing an organised and efficient approach. I enjoy communicating with a variety of different people, and thoroughly enjoy working as part of a dynamic team or individually. I always welcome any opportunity to grow and develop, and I am keen to learn.

I have excellent working knowledge of Microsoft Office including Excel, Word, Outlook and Power Point as well as Adobe Premiere, InDesign and Photoshop.

Non Work Interest

Creative writing has always been a great passion of mine, and I am currently writing a novel which I find enjoyable and rewarding. I also enjoy playing the piano, as well as keeping fit by attending Zumba and Yoga classes.

I have attended drama workshops and I have taken part as an "extra" in TV work, which has always been highly entertaining and interesting. My favourite experience to date is being a stand-in for Charlotte Church on a Walkers Crisp advert.

During 2010 I travelled the world, which has broadened my outlook on life, and let me experience new opportunities within different cultures.

References

Upon request.