

Rebecca Jordan

Personal Details:

Date of Birth: 5th June 1984
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Career objective:

With over six years experience within the arts/media sector in an unpaid capacity, I am looking to gain more long term arts administration experience and invest in a project where creative initiative, ideas and a genuine enthusiasm would allow me to progress.

Relevant Work History:

2009- Present **Head of Publicity Stripped Management, Pontypridd**

- Self motivation/management skills- undertaking work, unpaid and on an 'as and when' basis writing press releases and press packs for South Wales band BenSem
- Developing business relationships- Setting up and maintained distribution lists and databases of media outlets and maintaining core relationships with journalists and broadcasters
- Marketing skills- writing clear and creative copy to ensure airplay and media coverage of the band

2008- Present **Exam Invigilator University of Wales Institute, Cardiff (0 hours contract)**

- High level of organisational skills- Collecting and recording exam scripts
- Interpersonal skills- Undertaking one-to-one exam invigilation
- High level of communication skills- Dealing with both home and international students in a stressful environment ensuring they understand the universities examination policy

2007-Present **News Editor Godisinthetvzine.co.uk, Cardiff**

- IT skills- Using a content management system to write and upload copy to the website
- Writing skills- Producing copy for single and album reviews as well as news updates
- Attention to detail- Ensuring copy is written in the house style and with no errors

January 2008- April 2008 **Freelance Writer/Researcher Red Shoes Productions Ltd, Cardiff**

- Detailed research skills- Researching and writing promotional articles for Colin Jackson's health food website
- Copywriting- Writing promotional materials
- Team work skills- Working as part of a team of three writers/researchers on the project
- Liaising with contributors, writers and Mr Jackson on all aspects of the project to ensure smooth final delivery

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2005-Present **Freelance reviewer The Big Issue Cymru, Cardiff**

- Strong Arts Involvement- Attending and writing up arts exhibitions including Sue Maud's 2006 exhibition at The Gate, Cardiff as well as writing books reviews for Persepolis and The Deserter
- Interview skills- Interviewing lead guitarist Paul Mahon from band The Answer

Education:

- 2006-2010 University of Glamorgan, Cardiff
- **Master's by Research (MRes) Communication, Cultural and Media Studies**
 - MRes (2010)
- 2003- 2006 University of Wales Institute, Cardiff
- **BA (Hons) Broadcast Media & Popular Culture** (2006)
 - Graduated 2:1
- 2000 - 2002 Saltash College, Saltash, Cornwall
- **BTEC National Diploma Health Studies** (2002)
 - Merit with Distinctions
- 1995 - 2000 Coombe Dean School, Plymouth, Devon
- **9 GCSE's grades C-E** (2000)

Hobbies and interests:

My main hobbies include social media, creative writing, reading, film and amateur photography.

References

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