

Timothy Hughes



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London & Kent



www.astimgoesby.com



www.linkedin.com/in/astimgoesby

SKILLS

Creative & Original Content
SEO Optimised Articles & Blogs
Storytelling | Editing & Drafting
Research & Fact-Checking
Ghost & Creative Writing
Empathy & Intuition | Time Management
Tact & Diplomacy

TECHNICAL

MS Office | Social Media | PicMonkey

INTERESTS

Advocacy | City Walks | Performing Arts
Sylvanian Families | Historic Properties
Museums & Galleries | Kindness

PROFILE

I am a freelancer who is always interested in collaborating with brilliant, creative teams and open to the right in-house opportunities. I am a creative and innovative writer with an MA in Children's Literature, a BA (Hons) in English Language & Literature and a QLS Level 4 Diploma in Copywriting.

I love employing storytelling techniques to write clear, attractive, and engaging copy. I have a talent for matching tone and content to house styles in a way that appeals to the intended audience. I enjoy following briefs to deliver quality content on time, always considering how a piece will look and read. I have written extensively for academic purposes, for professional and casual readers. I also use my storytelling skills to write fiction for Young Adults. Retaining my grace and good humour under pressure is one of my superpowers.

EDUCATION

2021 - Diploma in Copywriting | Distinction | College of Media & Publishing
Key Focus: Persuasive & Engaging Copy / Content | Direct Mail & Email | Press Releases | Press Advertisements & Advertorials | Leaflets & Brochures | SEO Articles | Social Media & Blog Posts | Pay-per-click Ads | Newsletters |

2020 - MA Children's Literature | Merit | University of Roehampton
Key Focus: Writing for Young Adults | Queer Theory | Feminism & Gender Identity Politics | Critical & Theoretical Approaches to the Study of Children's Literature | Translating Children's Literature |

2015 - BA (Hons) English Language & Literature | 2:1 | The Open University
Key Focus: The Arts Past & Present | Creative Writing | Reading & Studying Literature | Children's Literature | Worlds of English | English Grammar in Context |

CAREER EXPERIENCE

Freelance Writer | Remote & Selected Guest Appearances | 05 / 2021 – Current

- Since becoming freelance I've been working on my portfolio and optimizing my SEO skills
- And some content creation and refreshing for websites
- I've also done some copyediting and fact-checking
- And finalised the branding for a confectioner's new line

Communications Coordinator | Greenwich Carers Centre | 02 / 2021 – 05 / 2021

- A three-month role focused on retooling the centre's twelve-page bimonthly newsletter
- Coordinated all articles; created and edited content as required
- Created blog posts and other content for third-party websites
- Drafted emails to registered carers on behalf of the Centre
- Collated and coordinated responses to the Centre's Covid-19 vaccine rollout initiative

Outsourcing Assistant | Kreston Reeves LLP | 02 / 2016 – 09 / 2020

- Redrafted team training notes in Simple English so new starters and other stakeholders had easy to follow instructions for each client's bespoke needs and processes
- Championed corporate mental and physical health initiatives as Wellness Ambassador
- Provided expert bookkeeping using cloud software for a portfolio of clients. Provided quality accounting records, data analysis and business consultancy
- Oversaw transactions, VAT returns, payments, account reconciliations, data collation and cashflow reporting across complex monthly and quarterly operations
- Managed daily VIP client banking, overseeing £15k monthly budget

REFERENCES

Professional, academic and personal references available on request