

Charlie Morris



Bodmin, Cornwall



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@charliederry



www.charliederry.com

**First Class
Journalism
Graduate &
Qualified
Proofreader**

Education:

College of Media and Publishing, Proofreading and Editing, 2015

University College Falmouth, BA(Hons) Journalism, 2009 - 2012

Magnus Church of England Sixth Form, 2007 - 2009

Magnus Church of England Secondary School, 2002 - 2007

Qualifications:

Proofreading and Editing Diploma - Distinction

BA(Hons) Journalism - First Class

A2 Level - Religious Studies - B

A2 Level - English Literature - C

A2 Level - Art - D

A2 Level - Design - D

GCSE - Religious Studies - A*

GCSE - Graphic Design - A

GCSE - Geography - A

GCSE - Art - B

GCSE - English Literature - B

GCSE - English Language - B

GCSE - Russian - B

GCSE - Science - CC

GCSE - Maths - C

Current Employment:

Freelance Proofreader

(January 2016 - Present)

Proofreader

Little Light Studios

(September 2017 - Present)

Proofreader

HRVitals

(May 2019 - Present)

Duties:

I currently work from home as a freelance proofreader, editor, and transcriber. This includes editing essays, dissertations, thesis, CVs, cover letters, job applications, books and short stories, for clients who contact me through my website and Facebook page.

I offer my freelancing services to an Austrian book publisher, Little Lights Studio, working on children's stories for their newly developed app, Bedtime Stories - Read & Tell. I proofread and edit these stories, providing feedback and suggestions to detail what works and what doesn't and reviewing how they can be improved.

HRVitals is a HR company based in Cornwall who provide modern support to small businesses. I edit all kinds of business-related documents from health and safety regulations, contracts, and statements of employment.

Previous Employment:

Customer Assistant

Asda Penryn, Cornwall (May 2012 – Jan 2014)
Asda Whitchurch, Bristol (June 2014 – Jan 2017)

Content Uploading

Stranger Collective, Penryn, Cornwall
(May 2011 – March 2013)

Customer Assistant

Marks and Spencer, Newark, Nottinghamshire
(September 2006 – August 2009)

Duties:

I worked on the shopfloor on the morning process team maintaining constantly accurate stock levels, checking stock availability, and keeping warehouse standards high. I was a key team player, delegating a small team of colleagues and training new members of staff.

I worked with Stranger once a month to upload and schedule content onto Coca Cola's Live Positively Collective website using WCMS Movable Type.

Basic customer assistant responsibilities such as working extra stock and being on the checkouts.

Work Experiences:

Stranger Collective, Penryn, Cornwall

Copy Writing Agency
Two weeks in May 2011

Newark Advertiser, Newark, Nottinghamshire

Newspaper, Reporter
One week in July 2010

Duties:

I wrote for a variety of Stranger's clients including features for Coca Cola's Live Positively Collective, band profiles and email copy for Port Eliot Festival's website and newsletter, articles for The Cornish Mining World Heritage website, copy for the Cornwall-based magazine Beach Retreats, as well as book reviews, transcribing interviews, editing copy, and researching ideas.

I wrote up news stories that had been prepared for me, researching the subject and attaining quotes when needed, and visited local organisations alongside a photographer to report my own stories.

Skills:

- Passed Teeline shorthand at 50 words per minute.
- Excellent computer skills and advanced working knowledge of most Microsoft Office programmes.
- Good working knowledge of Adobe Photoshop and InDesign.
- Good working knowledge of HTML/CSS editing.
- Good understanding of most social media platforms and of social media managing programs.

Personal Qualities:

- I am a very passionate and self-motivated person and strive to put my best into everything that I do.
- I am very reliable and positive and have good communication and people skills.
- I am a quick learner and find it easy to adapt to changes and new ways of working.
- I have a flexible writing style and enjoy writing for various audiences, purposes and intents.
- I am very deadline-driven and pride myself in my organisation and time-keeping skills.
- I am a good multi-tasker and am very attentive to details and a focus on quality.
- I can work independently but also thrive in a creative environment.

Successes:

- My blog (www.charliederry.com) which I have been running for 10 years, averages at 100 views per day. This has been my main focus since graduating and has opened up many opportunities for me.
- I spend a lot of my free time writing about film, TV, and literature, and have written for a number of websites, including some of the UK's biggest entertainment blogs: HeyUGuys, Filmoria, Lost In The Multiplex, BritScene, Virgin Media Shorts, MTV Sticky, and Beamly.
- At university, I was a Level 2 Mentor and Student Ambassador, I helped to run our university course website and blog as Social Media Manager, I contributed often to UCF's student newspaper and their online film magazine, and helped to create, write for, and edit the first issue of an arts magazine.