

# NICOLA TOMLINSON

## PROFESSIONAL PROFILE

I am currently a third-year media and communications student at Birmingham City University. I am a driven and enthusiastic individual with a positive attitude towards work with a passion for Social Media.

My previous experiences and my time at university have enabled me to gain vital skills as well as developing my professional skills by working alongside industry experts.

I am confident communicating with others but I am also an independent and effective worker. I am eager to continue to broaden my skills and gain relevant experience in Digital Marketing. I am now seeking a job in Social Media to support my career ambition.

## CONTACT ME:

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## MEDIA EXPERIENCE

### **Dokuso Events – Jan 2020** **Event support**

Responsibilities:

- Onsite event management for set up days and live event days
- Liaising with venue
- Creating Rider packages for VIP guests
- Checked in and escorted guests from venues
- Organising table centers and bid payments

### **Pitcher and Piano – Dec 2018- Jan 2019** **Booking and events coordinator/ social media assistant**

Responsibilities:

- Organising bookings for the week
- Contacting and approaching other business about Christmas packages
- Completing a weekly social media strategy and planning content using Hootsuite
- Creating online content for all social media platforms
- Cleaning up and growing their Instagram account to expand their audience reach

### **The Studio Marketing & Design company – Nov-Dec 2016** **Design assistant**

Responsibilities:

- Creating designs and logos for new businesses
- Attending meetings to gain knowledge on how to meet a client's needs and requests.
- Working alongside other staff to narrow down design ideas

## EDUCATION

**September 2017 – present**  
**Birmingham city University**

Studying BA (Hons) Media and  
Communications

**A-Level September 2015- June 2017**  
**Smestow School**

Media, English Literature and Language,  
Sociology

**GCSE September 2010 – June 2015**  
**Smestow School**

12 GCSE's including Math's, English and  
Media

## OTHER EXPERIENCE/ EMPLOYMENT

**Pitcher and Piano 2018-current**  
**Bartender and waitress**

- Gained bar and waitress experience
- Communication and interaction with customers
- Looking after large private bookings
- Working under pressure

## KEY SKILLS

- First language: English, with basic German skills
- Knowledge of Social Media platforms
- Knowledge of Adobe software including Photoshop, Lightroom and Premiere Pro. As well as programs such as Microsoft Office, Final Cut and Hootsuite
- An understanding of how to use a DSLR Camera (Canon 400D) and filming cameras (Canon C100)
- Being able to work under pressure and meet deadlines through organisational and time management skills
- Able to work independently but also effectively as a team
- Communication Skills

## INTERESTS AND ACHIEVEMENTS

- Grade 1-8 in Piano
- Grade 1-5 Cello and treble recorder
- Volunteering at schools
- Travel
- TV and film

## REFERENCES

Available upon request