

## Megan Thomas

[www.haveyoureadthis.co.uk/writing-portfolio/](http://www.haveyoureadthis.co.uk/writing-portfolio/)

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References and samples available upon request

Availability: Immediate

### Skills

SEO, Adobe InDesign, Adobe Photoshop, Canva, Wordpress, Biblio3, Copywriting, Social media, Microsoft Suite

### Experience

7 OCTOBER 2019 - 31 MARCH 2020

**FMcM Associates** - *Communications Assistant*

During my time at FMcM, literary publicity specialists, I helped the team deliver stand-out campaigns across FMcM's client portfolio, which included but was not limited to The Sunday Times / University of Warwick Young Writers Award, Marian Keyes, World Book Day, Catana Comics, and more. My role had a strong administrative component, and tasks ranged from supporting the planning and implementation of media campaigns, to creating social media content and press materials, as well as answering phones, managing an office of 10, and organising the core databases.

- Office administration
- Writing and distributing press releases
- Designing media assets in InDesign and Photoshop
- Compiling and designing final reports
- Support at launches and events, including invites, chases, as well as on-the-day representation
- Using Gorkana to compile media lists to distribute press copies for review, and physical mailing

JULY 2020 - PRESENT

**Quaintly & Co** - *Editor & Designer*

I am the freelance editor and designer of two magazines at [Quaintly & Co](#), a company which produces gift subscription boxes: [LondonPop](#) and [Love British Lifestyle](#). Each box features a travel magazine, which I edit and design. I am responsible for:

- Sourcing appropriate content for the magazine based on a monthly theme
- Liaising with writers and bloggers about content

- Contributing pieces
- Copyediting the magazines
- Designing the magazine and readying them for print

1 APRIL 2020 - 1 SEPTEMBER 2020

**Lockdown LitFest** - *Head of Social Media*

I worked as the head of social media and asset designer for the [Lockdown LitFest](#), working with a small but dedicated team of industry professionals to provide literary content and author interviews during the initial COVID lockdown. My role included:

- Building a social media following from scratch on Instagram, Twitter and Facebook
- Brainstorming social media content strategies
- Writing copy and posting across social media platforms
- Designing graphics on InDesign and Photoshop for promotion
- Website design
- Transcribing interviews

10-20 JUNE 2019

**Penguin Random House** - *International Sales Work Experience*

I took leave from my role at *hi inc*, mentioned below, in Summer 2019, to complete Penguin's work experience programme in their International Sales Department. Some of my responsibilities included:

- Distributing mail outs
- Formatting newsletter content
- Analyzing and running reports and AI's from Biblio 3
- Taking part in and observing team meetings

11 FEBRUARY - 11 JULY 2019

**hi inc** - *Editorial Intern*

"hi inc" is a tech start-up focused on luxury travel, where I worked for 6 months as an Editorial Intern. My job included:

- Writing travel articles for their city guide with a global focus and sourcing relevant imagery
- Editing pre-existing copy
- Managing editorial complaints and changes on request
- Working with and updating the company's bespoke CMS system

JULY 2019 - PRESENT

**WHM Global** - *Freelance travel writer*

JANUARY 2018 - PRESENT

**Buzz Magazine** - *Contributing book reviewer and writer*

## Education

SEPTEMBER 2017 - SEPTEMBER 2017

**Cardiff University** - *MA Creative Writing*

JANUARY 2013 - DECEMBER 2015

**University of Cape Town** - *BA Film, Media & English*

## Awards/Accomplishments

I was one of 2018's Print Futures Award winners. The award is given by The Printing Charity, an organization that awards money to people with a promising future in the print industry with the ceremony taking place at the House of Lords.

My short stories have been published in Cheval 12, a Parthian Books anthology, and Palm Sized Press.