

Nicola Martin

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View web design portfolio and writing samples at:
www.nicolamartin.com

Hard-working, intelligent and organised, with the ability to use initiative and work without supervision.

KEY SKILLS

Writer

- Articles published in a range of high-quality energy, environment and construction magazines and periodicals, including:
Sustain; Resource; Energy Focus (Energy Industries Council publication); *Energy World* (Energy Institute publication); *Energy and Environmental Management* (Defra publication).
- Press releases on products, services and events picked up by local and trade press.

Researcher

- Compiled briefing documents on industries, legislation and other topics, for the use of colleagues and clients.

Editorial Assistant

- Edited a 60-page Corporate Social Responsibility Report for a waste management group, ensuring relevance, clarity and cohesion.
- Proof-read magazine spreads, newsletters and brochures, checking for spelling and grammar errors and problems with typesetting.

Web Designer

- Designed and coded from scratch, using HTML and CSS, more than 50 websites for friends and family, over a 10-year period.

Web Editor

- Maintained an extensive online database of case studies for Skanska over a 10-month period, using Joomla, a Content Management System (CMS).
- Sourced and edited news stories and press releases for the news sections of Churngold.com, Joule News Centre and Content Communications, using a CMS to publish them on the web.

EMPLOYMENT

June 2008 – present

Writer and Web Editor – Content Communications (formerly IMS Consulting Ltd), Bristol

Content Communications is a PR company, specialising in the energy and environment sector.

December 2007 – May 2008

Editorial Assistant (Internship) – Resource Media, Bristol

Resource is a non-profit publishing house that produces magazines relating to the environment.

Previous employment

Office temping

Undertook various administrative assignments during university breaks and following graduation.

Tasks included: filing; data entry; photocopying; answering phone-calls.

Research Assistant

Interned with Professor Alan Tansman at the University of California, Berkeley, USA in 2006.

Performed library research and edited the footnotes of *The Aesthetics Of Japanese Fascism*.

Invigilator

During the 2004 and 2005 summer exam periods, invigilated at St. Brendan's Sixth Form College, Bristol. Supervised GCSE, AS- and A-level exams.

EDUCATION

Higher

2003–2007 **University of East Anglia.** BA (2:1) in English Literature and American Studies.

2005–2006 **University of California, Berkeley,** United States. Exchange student.

Secondary

2000–2002	City of Bath College, Bath.	1995–2000	The Grange School, Warmley, Bristol.
	<u>A-levels:</u> English Literature (A); History (B); Law (B).		<u>GCSEs:</u> 2 A*'s; 5 A's; 3 B's.
	<u>AS-levels:</u> Psychology (B).		

INTERESTS

Reading.

Creative writing.

Modern art.

Live music.