

Colleen Mae Taylor

Content writer specialising in news, feature, fashion, sustainability, health, beauty, and creative writing. Graduate of the London College of Fashion, University of the Arts London with a BA (Hons) in Fashion Journalism. Oral Roberts University alumni, studying Communications and Government. High attention to detail. Positive and quick learner with a vibrant personality. Meticulous editing and writing skills. English speaking native. Strong communication skills. Ability to work under pressure and tight dead-lines. Aspiring to impact the community with creativity.

SKILLS & ACHIEVEMENTS

- Skilled in proofreading, editing, creative, blog and feature writing
- Photographer, videographer and vlogger for 12+ years
- Proficient on Apple Mac, Microsoft, Excel, Adobe Photoshop & Premiere Pro, web design with WordPress and Squarespace
- Experienced in creating content for company apps, brands, logos, graphic design, marketing and campaigns
- Choreographer and artist for 12+ years skilled in vocals, Irish dancing, fiddling, horseback riding, sketching and oil painting

EDUCATION

BA (Hons) Fashion Journalism

University of the Arts London, London College of Fashion

August 2016 – May 2019

- Video editor & contributor for student news media *_shift*, awarded Best Newcomer by Student Publication Awards

BA Communications major, Government minor, Honour Roll GPA: 3.5

Oral Roberts University, Tulsa, Oklahoma

August 2012 - December 2014

- Two years Modern Hebrew Language & Culture
- Member of Alpha Lamda Delta Club, Souls A' Fire choir
- Contributor for student news media *The Oracle*

Semester at Sea, Study Abroad program

University of Virginia

January – May 2014

- Studied travel writing, drama and art abroad 12 countries
- Service visits, volunteering for schools and orphanages in Japan, China, Vietnam, Singapore, Burma, India, Mauritius, South Africa, Ghana, Morocco, England & Hawaii, USA

College Preparatory Diploma, GPA 3.85

Lighthouse Christian Academy High School

May 2006 – May 2010

- Member of National High School Scholar Society

Institute of Children's Writing and Literature Certification

May 2006 – May 2010

WORK EXPERIENCE

English Tutor, Violin & Voice Coach, Self Employed

July 2022 - Present

- Catering each lesson to fit students' specific needs and goals, ensuring they are learning at their own pace
- Including complex vocabulary, exercises and knowledge so students can grow in their understanding of music, song and English, maintaining a love for education

Fashion Content Marketer - Temporary

May 2022 - June 2022

- Conducting interviews, filming and editing videos for brand promotional materials
- Creating social media content, flyers and flash sales for Facebook, Instagram and Twitter using Semrush and Business Suite
- Writing newsletters for affiliates
- Liaising with customers by creating campaigns, listing online sales, products & imagery
- Organising and promoting company events i.e. Marketing Masterclass and Charity Thrift Swaps for London's Circular Economy Week, supported by the Mayor of London

Content Writer and Social Media Marketer, Mashroom Ltd, London

October 2021 - March 2022

- Writing, researching, proofreading and editing SEO articles, features, Q&A's and news stories for Mashroom's Real Estate Platform
- Utilising Facebook Business Suite to promote ads, assessing social boost opportunities
- Scheduling social media posts using Facebook, Twitter, LinkedIn, Instagram, Linktree and SEMrush
- Collecting data for creating maps and visuals using Excel and Google Sheets
- Establishing industry contacts, promoting webinars and engaging with influencers

English Tutor, TESOL Certified by International Open Academy

June 2019 - September 2021

- Tutoring hundreds of clients one-on-one using Oxford University Press, maintaining a 98.5 star rating
- Teaching grammar, vocabulary, exam preparation, writing, pronunciation, essay, conversation & advanced English skills

Marketing and Communications Assistant Intern, One Dance UK, London

January 2018 - March 2018

- Copy editing, proofreading, guest contributor, blog writing
- Photoshop graphic design, editing for flyers, logos, advertising
- Sourcing images, commercial, film, costume & choreography research

Digital Media Assistant, CARE (Christian Action Research & Education), London

April 2016 - May 2017

- Liaising with parliamentarians, blog posts & editing
- Creating social media content, filming & editing videos for youth department
- Google data studio analytics & reports

Media Production Assistant, Oral Roberts University Tulsa, Oklahoma, USA

August 2012 - December 2013

- Filming & editing school banquets, workshops, interviews & events
- Camera team leader editing in Final Cut Pro, Adobe CS5 & Photoshop
- KORU student talk host & radio station DJ

VOLUNTEER WORK/INTERNSHIPS

Fashion & Bridal Intern, Behuli Bridal Boutique, London

April 2016 - May 2017

- Editing, copywriting, ethical, sustainable & eco-friendly blog writing
- Boutique hostess including bridal advice & sustainable wedding dress consultation, organising tasks, answering calls, solving customer inquiries

Multimedia Assistant, JFJ Jewish heritage charity, San Francisco, USA

4 Weeks - August 2016

- Asana tasks, voice overs, Adobe Photoshop graphics & Premiere Pro video editing
- Church relations, donor interaction, feeding the inner-city homeless

Media Intern, The Anonymous Business & Lifestyle Management, London

October 2015 - November 2015

- Business development, branding and web design for customers' business, MWT Water Taxis in Montenegro

REFERENCE - AVAILABLE UPON REQUEST