

KatNunn



ABOUT

29 Wheatland Close
Badger Farm
Winchester
Hants
SO22 4QL

☎ 07587 238910

✉ kjnunn30@gmail.com

🌐 <http://katnunn.co.uk>

🐦 k_j_nunn

in Kat Nunn

LANGUAGES

English
Italian
Latin
Ancient Greek

SUMMARY

I'm a recent graduate from Girton College, Cambridge, where I read Classics. During my time there, I took up rowing and was part of Girton's most successful women's crew in ten years. In my final year, I was elected Chief Editor of the Classics Society newspaper, captained the lower men's boat and graduated with a 2:1. Now I'm looking to start a career in marketing and communications. I am an energetic, creative individual, used to producing high-quality work under pressure and to tight deadlines... and I make a great cappuccino!

EXPERIENCE

09/14-Present **Graduate Trainee**

Four Communications

Central marketing:

Manage social media accounts and devise social media strategy with Head of Digital; maintain and update company website (drupal); co-ordinating with IT to implement new CRM system and transfer data; copy writing, copy editing and proofreading; event management (internal and external).

New business:

Complete pre-qualification questionnaires and invitations to tender, liaising with other departments and potential clients. Manage tender deadlines. Co-write new business proposals for new business pitches.

03/13-03/14

Chief Editor

Res Novae

Chief Editor and main contributor to the Classics Society Newspaper, published in print and online. Worked autonomously, commissioning and writing articles, editing copy and configuring page layout.

Accomplishments

- Reformatted and revamped features and page layout
- Consulted in the redesigning of the Society's website

03/13-03/14

Lower Boats Captain

Girton College Boat Club

Led the recruitment drive for new rowers and coxes, selected teams, managed my own boat, scheduled land and water training, coached the crew, and co-ordinated with the other Captains. Sat on the committee, giving advice and direction. Wrote copy and created promotional material for website, social media channels and newsletters.

Accomplishments

- Instigated use of social media for alumni relations and club promotion, which was key in securing long-term sponsorship
- Organised and promoted 24 hour indoor row world record attempt, raising over £5000 in donations
- Ran Freshers' Week recruitment drive for new members, with popular Societies' Fair stall, erg competition and social media promotion
- Boosted club growth with twice the amount of sign-ups compared to the year before

- 04/13-04/13 **'Word Experience'** The Writer, London
Selected for program with a writing consultancy, which developed copy writing, copy editing and creative writing skills, focused on their application to the internet and social media. Studied effective B2C communication, including the cultivation of brand voice, as well as clear and efficient inter-company correspondence. Culminated in group project creating text message, tweet, radio jingle, press release and CEO speech for new product.
- 07/10-01/14 **Barista** Starbucks, Winchester High Street
Served customers, operated tills and espresso machines, trained new staff. Competent multi-tasking on busy shifts, versatile team-worker, exceptional customer service, upsold to achieve the week's sales targets.
- Accomplishments**
- Consistently praised by manager for hard work and exceptional customer service, recognised with employee prize in first year
 - Fully trained and certified in coffee making and tasting

EDUCATION

- 2011-2014 **B.A. (Hons.) in Classics** Girton College, Cambridge
Achieved 2:1 in parts I and II

SKILLS AND ACHIEVEMENTS

- Excellent written and spoken Italian- (A) grade at AS level.
- Proficient IT skills and confident using Microsoft Office, especially Word, Publisher and PowerPoint
- Top marks in my county for Business and Communications GCSE and IT skills exam
- World record holder with my boat club for group 24 hour indoor row

INTERESTS

- Rowing
- Ultimate Frisbee
- Baking
- Obsessively checking social media

REFERENCES

Available upon request