

NAOMI PYBURN

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Education

2013 – 2016

English BA (Hons), *University of Cambridge*, 2.i.

Honed my command of the English language, learning the value of accuracy and precision in the written word. Developed rigorous work ethic, working autonomously to meet demanding deadlines. Juggling workload with extra-curricular pursuits cultivated excellent time-management abilities.

2006 – 2013

Secondary Education, *Berkhamsted School*.

A-Level English Literature – A*, Latin – A*, & History – A

AS-Level French – A

GCSE 11 A*s

Experience

Aug –
Present

Deputy Editor, *Wet Zebra Media*.

Sole paid employee in a digital publishing start-up, requiring fast learning and impeccable organisation and communication. Responsibilities include selecting and editing manuscripts, taking titles through publishing process from submission to print, managing communication with authors, launching social media campaigns and updating accounts daily, organising and hosting events, managing web content, checking legal documents and contracts, training an intern, and writing news articles.

Jul – Aug
2016

Content Writer, *The SMF Group*.

Produced articles for clients in a digital marketing firm, researching unfamiliar topics, writing efficiently to meet strict deadlines, and editing colleagues' work.

Jul – Sep
2015

Floor Manager, *The Walrus Room*.

Joined an award-winning London cocktail bar during its launch, as part of a team of just three employees. Trusted with large responsibility from the start, managing invoices, deliveries, stock and streamlining workplace functionality, as well as helping shape the direction of the bar. Contributed creatively to market the bar on social media platforms and on the street.

Jul 2012 –
Jul 2013

Founder & Editor-in-Chief, *INK Student Magazine*.

Co-founded and edited online student publication 'INK', which won several categories at national Shine Media Awards. Led a team of over 50 students and members of staff. First experience of Adobe InDesign. Gained proficiency at editing and proofreading, effective people management, adapting quickly to new challenges and public speaking.

Other

Skills

- Facilitating discussion
- Public speaking
- Fluency in Spanish
- L^AT_EX

Interests

- Feminist theory
- Creative home cooking
- Blogging
- Fairtrade coffee