

James Wood

Assistant editor of a publishing company, leading on place shaping initiatives with local councils, with five years of experience as a features writer, reporter and editor across print and digital platforms.

WORK

3FOX INTERNATIONAL, SOUTHBANK HOUSE, BLACK PRINCE RD, LONDON SE1 7SJ FEBRUARY 2013 – PRESENT

Within a publishing and events company producing place-based publications targeted at improving perceptions of different areas in partnership with local councils. Roles to date:

- **Assistant editor and features writer (November 2015 – present)**
 - Co-editing magazines in partnerships with local authorities; researching, commissioning, writing and editing creative content.
 - Lead responsibility for producing *BOLD* magazine for Barking and Dagenham Council and delivering the forthcoming *Engine of the North* title for Cheshire East Council.
 - Lead assistance on producing and delivering publications for Merton, [Hounslow](#), [Southwark](#), [Harrow](#) and [Waltham Forest](#) councils.
 - Liaising with senior members of local authorities to help towards their objectives of attracting investment for housing and development.
 - Working closely with the editorial director to formulate editorial plans for magazines.
 - Demonstrating extensive proofing and subbing skills to ensure content is a high standard.
 - Writing more than 50 published feature articles to date on a range of subjects, including housing, education, culture and heritage, the arts, lifestyle, sport and leisure.
 - Writing, proofreading and sending out a weekly e-news bulletin with a wide circulation, covering developments within London boroughs, as well as Wakefield, Reading, Derby and Newcastle.
 - Lead responsibility for keeping numerous company websites and blogs up-to-date by sourcing news stories, while making effective use of Content Management Systems.
 - Interviewing a range of people to date for articles, including council leaders, small business owners, apprentices, developers, artists and educational representatives.
 - Coming up with imaginative ideas for headlines, straps and standfirsts for company magazines.
- **Chief reporter (May 2014 – November 2015)**
 - Sourcing, researching and writing news for the company's websites and magazines.
 - Sending out newsletters using email marketing software.
 - Researching, developing a brief and writing feature articles for the company's publications.
 - Interviewing a range of people for articles.
 - Attending and reporting on different events organised by 3Fox International or others at venues such as The Shard and City Hall, with speeches from government ministers and council leaders.
 - Writing company-based press releases to alert outside media to upcoming events.
- **Reporter and features writer (February 2013 – May 2014)**
 - Writing news stories and feature articles for company publications to a brief.
 - Sourcing images for magazines and websites and using Photoshop software to re-size images.
 - Managing social media content on platforms such as Twitter and Facebook.
 - Liaising with magazine sponsors about promotional content.
 - Developing basic understanding of SEO and use of InDesign and Photoshop software.

WALTHAM FOREST ECHO, LONDON

AUGUST 2015

- **Contributor:** Writing articles on music, art and design for the September 2015 newspaper.

3FOX INTERNATIONAL, 375 KENNINGTON LANE, LONDON, SE11 5QY **AUGUST 2012 – FEBRUARY 2013**

- **Editorial intern** – Writing news articles for magazines and websites, including:
 - Interviewing a blues musician and the founder of the London Motorcycle Museum for articles in the company's *Bradford* and *Ealing in London* titles. Writing on connectivity developments for Southwark magazine.
 - Developing knowledge of software, e.g. Photoshop, InDesign and Content Management Systems.

THE HACKNEY CITIZEN, LONDON **MAY 2012 – MAY 2013**

- **Journalist:** Writing for the culture section of the newspaper on a freelance basis, submitting various articles on film, theatre, music, art and food and drink. [Link to all articles here](#)

BRIXTON BUGLE, LONDON **SEPTEMBER – DECEMBER 2012**

- **Journalist:** Writing gig reviews for the Brixton newspaper. [Link here](#)

GOLDEN ROOMS, ONLINE JOURNAL FOR CROSS CULTURAL RELATIONS **OCTOBER 2011**

- **Contributor:** Writing about the social economic impact of the 2011 London riots.

EDUCATION & QUALIFICATIONS

NCTJ LEVEL 3 DIPLOMA IN JOURNALISM, LAMBETH COLLEGE **SEPTEMBER 2012 – FEBRUARY 2013**

- **Full qualification and all modules passed including:** Reporting; Portfolio; Essential public affairs; Essential media law; Shorthand (100 wpm).

HACKNEY CITIZEN INTRODUCTION TO JOURNALISM COURSE **APRIL – MAY 2012**

- **Six weekly introduction to journalism sessions.**

TEACHING ENGLISH AS A FOREIGN LANGUAGE, INTENSIVE ONLINE COURSE **JULY 2009 – SEPTEMBER 2009**

- **Obtained:** Teaching English as a Foreign Language (TEFL online qualification)

BA HONS 2:1 CREATIVE WRITING, LIVERPOOL JOHN MOORES UNIVERSITY **SEPTEMBER 2005 – JUNE 2008**

- **All final modules passed including:** Prose; Screenwriting; Independent study portfolio (film script, short stories and reviews)

A LEVELS, HEREFORD SIXTH FORM COLLEGE **SEPTEMBER 2002 – JUNE 2004**

- **Three A Levels including:** English Literature (B), History (B) and Music Technology (E)

GCSEs, JOHN MASEFIELD HIGH SCHOOL **SEPTEMBER 2000 – JUNE 2002**

- **10 GCSEs including:** Three A grades, four B grades and three C grades.

ADDITIONAL SKILLS AND COURSES

- Proficient in the use of Windows, Microsoft Office (Word, Excel, PowerPoint) and Apple OS X, as well as content management systems, Photoshop and InDesign.
- Attended feature writing, subbing and pitching evening courses at *The Guardian* newspaper.

OTHER ACTIVITIES & INTERESTS

- I have set up and contributed to various blogs, writing about travel, politics and lifestyle.
- I teach the guitar to beginners and have played in several bands over the years.
- I have travelled to India, Vietnam and across eastern Europe and have written about my experiences.
- I have a keen interest in public affairs and regularly attended events, talks and conferences.