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EMPLOYMENT

Current:

I am a freelance sub-editor/proofreader for various organisations, including Arsenal Football Club, Ignite Hospitality, Popbitch, the Tenant Services Authority, TriActive Media and private clients.

Previous:

Couleur 3 - September 2010 to December 2010: I was employed as freelance producer for a one-off radio project for C3, the Swiss equivalent of Radio 1. Having been commissioned to create a week of programming about Serge Gainsbourg, to be recorded in London rather than their studios in Lausanne, I was hired to produce the pre-broadcast schedule: this consisted of creating a network of contacts and arranging interviews with musicians, producers and engineers who worked with Gainsbourg, plus his biographers and famous fans.

Ignite Hospitality - November 2008 to February 2010: I worked at Ignite, a marketing and design agency, managing the office and proofreading/writing copy for clients. I also assisted in the running of PRS/MCPS-accredited record label Imprint Music. Having worked on the album release and tour of the band Senser, in March 2009 I was invited to act as their tour manager at a concert in Sofia, Bulgaria.

Skin Two magazine - October 2000 to November 2008: my duties as editorial assistant included writing news, features, proofreading, research and general office management tasks including managing accounts, debt collecting, subscription management, client liaison etc.

Blake's Contract Publishing - August 2000 to October 2000: this position entailed selling advertising space for the Parliamentary Yearbook.

Freelance:

Articles on music, hospitality and television can be found on my website - www.liztray.com - or a selection can be downloaded from:

<http://www.megaupload.com/?d=41UHLIVB>

IAMS School - I spent 4 months volunteering one day a week at the Islington Arts & Media School in Finsbury Park, acting as an AV Technician/Class Assistant.

Manchester Music - I contribute gig reviews. www.manchestermusic.co.uk

Pierce Artist - I created and edited the website text. www.pierceartist.co.uk

WORK EXPERIENCE

January 2000 – Empire/BIG!

This two-week placement consisted of answering readers letters, cataloguing competition entries, online research, running errands, transcribing taped interviews and completing clerical tasks.

November 1999 - heat

Most of the work here was similar to that of MOJO, below, as I also worked under the editorial assistant. In addition, I worked extensively in the picture library.

October 1999 - MOJO

I took on various administrative tasks such as running errands and sorting mail and I assisted the art director and the editor while working under the supervision of the editorial assistant. I compiled an album reviews database for their website and catalogued over 1000 albums while working there.

June - August 1999 - Camp America

I acted as webmaster at a summer camp in Connecticut. Duties included handling all email, building photo pages for their site, writing for the newsletter and DJing on the radio station.

EDUCATION

1997-1999 - Bury College: GNVQ Advanced Media - Communication and Production; Distinction achieved

1995 - 1996 - Staffordshire University: BA (Hons) History of Art & Design

1988 - 1995 – Manchester High School for Girls:

A-levels: Classical Civilisation, English Literature and History
GCSE's: English Literature, English Language, History, Maths,
Home Ec. Physics, Chemistry, Biology, Latin and French

Also achieved - Guildhall School of Music and Drama: grades 3-7

OTHER EXPERIENCE/INFORMATION

- Fully integrated with Mac and PC systems; conversant at InDesign and Photoshop; accomplished using accounts system MYOB
- DJ and studio supervisor of Bury College radio station
- I have made several appearances on BBC Radio (World Service, Five Live) and TalkSport as an interviewee on various panel and solo discussions
- Director, co-producer and editor of short film while at Bury College, broadcast in the US

INTERESTS

- Music | Film | Theatre | Writing | DJing | Football | Gigs

References available on request