

HAYLEY PENROSE

WORK HISTORY

TRAINEE CHILDCARE EDUCATOR | SPRING STREET CHILDREN'S CENTRE, ORANGE NSW

January 2016 – present

- completing a Diploma of Early Childhood Education and Care through a traineeship
- working in the 0-2 room and also the preschool 3-5 room

FREELANCE WRITER | EXPRESS MEDIA GROUP, SILVERWATER NSW

November 2015 – present

Duties include:

- writing profiles on individual crafters, designers and groups
- researching and writing features on a wide variety of topics for *Country Threads* magazine

EDITORIAL ASSISTANT | EXPRESS MEDIA GROUP, SILVERWATER NSW

June 2015 – October 2015 due to redundancy

Duties include:

- answering reader enquiries
- writing profiles on individual crafters, designers and groups
- researching and writing features on a wide variety of topics across the craft titles
- writing book & product reviews
- managing databases for book and product reviews
- liaising with advertisers for product
- compiling and sending out craft newsletters

JACK'S CORNER STORE | ORANGE NSW

March 2012 – June 2015

Duties include:

- customer service
- checkout operator including EFTPOS and cash handling
- NSW Lotteries
- stocking shelves

EDITORIAL INTERN, GIRL POWER AND DISNEY MAGAZINES | NEXT MEDIA, ST LEONARDS NSW

One week in June 2014

JOURNALIST | CENTRAL WESTERN DAILY, ORANGE NSW

Two weeks in April 2014

WORK EXPERIENCE, GIRLFRIEND MAGAZINE | PACIFIC MAGAZINES, EVELEIGH NSW

One week in February 2014

REPORTER | 2MCE LOCAL NEWSROOM, BATHURST NSW

Four weeks throughout 2013

JOURNALIST | CENTRAL WESTERN DAILY, ORANGE NSW

Two weeks in January 2013

SKILLS

- Interviewing – face to face, telephone, email
- Transcribing
- Newswriting – hard and soft
- Feature writing
- Blogging
- MailChimp newsletters
- Social Media – Facebook, Twitter, Instagram, Pinterest
- Microsoft Office
- Adobe InDesign and Photoshop
- Internet research
- Leadership
- Planning, organisation and time management
- Written and verbal communication
- Problem solving
- Customer service

EDUCATION **BACHELOR OF COMMUNICATION (JOURNALISM), CHARLES STURT UNIVERSITY, BATHURST NSW, 2012 - 2014**

2012 – completed the year with two distinctions and three credits
2013 – completed the year with one high distinction, two distinctions and one credit
2014 – completed the year with one distinction and four credits

HIGHER SCHOOL CERTIFICATE, THE CANOBOLAS RURAL TECHNOLOGY HIGH SCHOOL, ORANGE NSW, 2006 - 2011

Received an ATAR of 80.9 and finished second in year 12.
School Captain.

VOLUNTEER WORK

- UNITING CHURCH SUNDAY SCHOOL ASSISTANT, ORANGE NSW, 2006 - 2015**
- CITY OF ORANGE EISTEDDFOD – DANCE, ORANGE NSW 2014**
- SALVATION ARMY RED SHIELD APPEAL, ORANGE NSW, 2011**

REFERENCES

DANIELLE TEBB

Written reference on request
Editor, *Country Threads* magazine
Silverwater, NSW 2128
02 9741 3897

ALEXANDRA POTTER

Editor, *Handmade* magazine
Silverwater, NSW 2128
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SHIRLEY EVANS

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