

REBECCA ACHELLES

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G'day, I'm Bec; a 25 year old Legal-Secretary-by-day, writer-by-night, looking for a junior writing position to appease my unrelenting passion for writing — hopefully *before* I'm shipped off to a retirement village, destined to spend the rest of my days playing bingo and knitting in a rocking chair. Mostly, I write about mental health and self-development in the form of opinion pieces, listicles and research articles, however, I'm particularly interested to break into copywriting. Where I might be lacking in paper credentials **Ahem, a Degree** I hope I make up for in passion, ambition and my portfolio of work.

Why you should hire me:

- **Unique tone** - able to write in a humorous and relatable way. Have been told my writing is effortless and entertaining to read.
- **Excellent Microsoft office / Wordpress & Social Media skills** – proficient with Mac and PC's, fast and accurate typing speed and am experienced with navigating a number of online platforms including: Huffington Post, Medium, Wordpress sites (my own and YFH) as well as Dropbox.
- **Accuracy and attention to detail** - thanks to aforementioned Legal background, I now *err* on the side of 'anal' when proof reading and editing my work and am able to work with little supervision
- **Team player and interpersonal communication** - various Secretarial roles have taught me to effectively communicate with people of all different backgrounds (many of our current client's speak English as a second language) and are often emotional and demanding.

Education/Qualifications:

Tertiary Education

Institution: Australian Writers Centre
Qualification: Copywriting Essentials (5 week course)
Completed: **Current - online**

Institution: Smart Blogger
Qualification: The Guest Blogging Certification Program
Completed: **Current - online**

Institution: Hartlife Coaching
Qualification: Diploma in Life Coaching
Completed: June 2016

Institution: Newcastle TAFE
Qualification: Certificate 3 & 4 - Business Administration (legal)
Completed: November 2013; June 2014

Secondary Education

Institution: Central Coast Adventist School
Qualification: Year 12 / HSC (Completed in 2009)

Employment History:

Employer: Conditis Lawyers (Current)
Role: Legal Secretary (Criminal Department)
Duties Include:

- Criminal Law Legal Secretary / PA to 1 Managing Director & 1 Solicitor
- Transcription and dictation work
- Proofreading and editing of confidential legal documents/emails and letters
- Design and produce Legal Correspondence (with assistance from Solicitor)
- Taking receipt of and checking of Police brief of evidence (often voluminous)
- Overseeing and managing client financial accounts (invoicing)

Platform: YFH (Your Friend's House)
Role: Contributing Writer - October 2016 to January 2017

Duties include –

- Content creation - suitable to YFH demographic (17 to 25-year old's)
- Sourcing own photos to team with articles
- Complete drafting and editing of article (Wordpress site), to posting live on website
- In addition to above, posting new articles to the YFH Facebook page with a witty caption and short blurb.

Platform: The Huffington Post
Role: Contributing Writer - June 2016 to current

Duties include –

- Content creation - I aim to post once a month
- Sourcing own photos to team with any articles posted
- Complete drafting and editing of the article within the Huffington Post online platform and posting live (often with backlinks to my personal blog to drive traffic there)

Platform: Femme Heroine
Role: Contributing writer

*Femme Heroine is a new startup concept which launched earlier this year. They are described as *"A unique online space for boss bitch women in their twenties"*

- Content creation - suitable to the Femme Heroine demographic
- Monthly Skype sessions with fellow team members to discuss any upcoming writing targets such as International Women's Day, Brain Awareness Week etc and open brainstorming of ideas
- Use of Dropbox to communicate drafts and pitch ideas to the editors

OTHER (WRITING) SHENANIGANS

You can also find my work published on:

Platform: MEDIUM
Name: Rebecca Achelles

*Posting since roughly July 2016

- 56 self-published posts
- Trackable 'stats' available for each story you publish meaning I can keep track of which articles are doing best, my 'read ratio', number of recommends and responses to each, as well as how many 'views' vs how many actual 'reads'. These stats have been priceless in teaching me how to better structure my articles.
- My work has been poached and published by *three* different publications from within Medium, as follows:
 - *Misplaced Identity*
 - *Thoughts and Ideas*
 - *Fiction Euphoria*

Platform: MY ROOMMATE NANCY
Name: Personal site - launched in June 2016

- 45 self-published posts
- Entire site creation and design done by myself (Wordpress site)
- Largely self-development related material. I wanted my blog to be a place where people could find motivational material and entertaining and well researched articles on how your mind works (mindfulness and positive psychology).

Please feel free to check out my online Portfolio [here](#).