

**Eleanor Inge**  
**18, Victoria Road, Longford, Gloucester, GL2 9EQ**  
[07713498573](tel:07713498573)  
[ebeinge3@gmail.com](mailto:ebeinge3@gmail.com)

## **Skills**

- Good communication skills, and used to interacting constructively with a variety of people of all ages.
- Influential - public speaking and performing since an early age, getting a message across clearly and to good effect.
- Creative - with a real eye for design and ability to see things for their full potential.
- Curiosity to discover new things and ability to pick things up quickly.
- Excellent IT Skills - work with spreadsheets, formatting in Word and PowerPoint and some experience with film and photography.
- Well developed organisational skills and ability to always keep a tidy work space.
- Embrace new situations and always confront challenges head on.

## **Experience**

### **Webmaster:**

#### **Journey - 2022 - 2023**

- Trained clients in the use of Wordpress CMS.
- Built sites from widgets using our bespoke Wordpress CMS system.
- Worked closely with design, development and digital teams to produce high quality, conversion-led hotel websites.
- Ensured that over 100 websites were in working order and maintained them.
- Managed usability and navigation of sites to maintain performance.
- Designed and developed new pages on multiple websites to support marketing activities.
- Integrated updates and new postings into existing websites.
- Created and updated landing pages and banner ads in line with new marketing campaigns.
- Ensured quality assurance programs in all content.
- Assisted and supported other areas of the company that depended on interactive content.
- Coordinated planning, development, operation and maintenance.
- Asset management

### **Digital Marketing:**

#### **Conteur - January 2021 - 2022 - Health & Social Care and Technology focussed PR**

- Social media marketing - Producing and planning content for both Conteur and client social media
- Writing case studies
- Writing blog posts on industry trends and best practices within the PR and digital marketing field
- Creating strategies
- Email Marketing
- SEO
- PPC - Facebook and Google ads
- Managed their Wordpress site

- Research
- Working in an office environment
- Understanding of USP's, KPIs and S.M.A.R.T goals

### **Waitressing:**

**Bodega** - January 2020 - March 2020

**The Bake House** – January 2018 to July 2019

**Ely Cathedral café** - April 2015 to June 2015

**The Three Counties Festival** 2015 to 2015

- Sales, managing money, responsible for the till
- Server and Bartending experience in a busy hospitality environment
- Staged the shop and eating areas to ensure it was a pleasant environment
- Cleaned and tidied eating areas to maintain an attractive atmosphere for customers

### **Education**

2022 - Digital Marketing

2021 - Shecodes Course, Google Analytics IQ

2020 - Fundamentals of Digital Marketing Course

2019 - BTEC 2 Enterprise and Entrepreneurship (Merit) 2018 - Teaching English as a Foreign Language (TEFL) 2016 GCSE - Maths , English, Science and Art.

### **Achievements**

- I have spent time in South America and Africa with disabled and orphaned children from the age of 13, which not only opened my eyes but also means that at the heart of everything I do, is the desire to always care for people who need it.
- In 2018 and 2019, I completed a TEFL course and BTEC 2 Enterprise (with merit). I love to learn and gain skills and both courses benefited me in different ways. The TEFL course helped me regain confidence and taught me different ways to teach and get ideas across. The business course taught me finance, business acumen and presentational skills in a work environment.