

TIA-LEONI NORRIS

PROFILE

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. In my previous roles I demonstrated the ability to work under intense pressure, sell products and services to customers from all backgrounds, handle customer complaints and solve problematic situations as and when they arose. (all breaks are due to education and internship opportunities)

EDUCATION

UNIVERSITY OF SOUTH WALES

Fashion Promotion

Sept 2017 - July 2020

2.1

BRIDGEND COLLEGE

Photography

Sept 2015 – May 2016

D/M/M

SKILLS

MICROSOFT SOFTWARE



ADOBE ILLUSTRATOR



ADOBE PHOTOSHOP



DATABASE/ADMIN SKILLS



CONTENT CREATION



EXPERIENCE

Internet Fusion Group

Content Administrator

October 2022 – April 2023 (redundancy)

I was part of the content management team, where i would upload all the information needed for products to go live on our e-commerce websites (surfdome country attire, blackleaf etc) I also, helped with the imagery using photoshop to make sure the images were correct for the products. As mentioned I used programs/software such as reactor, photoshop, Google sheets etc. I was in charge of certain brands, which would mean I would make sure those were all ready to go for release, i would be in contact with the brands & buyers also.

Future PLC

Content Administrator

December 2021 – Present

In this role I work in affiliate Marketing for My Voucher Codes, I assist with the publication of promotion messaging to the website. I'm also responsible to making sure we are reaching out SEO targets. Also, have gained experience with recruitment within my role. Helping my team lead with interviews & candidate selection.

Cytiva

QA Admin Support

January 2021 – December 2021

I was in this role as a contact worker, I have taken the role as QA admin support which involves helping with the change/migration of documents & overall administrative duties. Also, dealing with B2B complaints. Uploading documents when suppliers request them and trying to resolve ongoing issues. Use of salesforce.

Premium CCTV

Admin Assistant

May 2019 - March 2020

This is a family business, so I took on the position of Administrative assistant, to help with customer queries, booking customer in, *Scanning* documents/printing as well as many other admin tasks. This isn't a full-time role I just help out. This role has helped me learn new admin/office skills & also perfect these skills and helped with marketing

OTHER JOBS:

BROADLANDS PARTNERSHIP

Admin & Office Assistant

March 2014 - Sept 2015

I began this role at Broadlands Partnership in-between finishing school & attending college. I had the role of office Administrator which included making phone calls, IT work, assisting the financial advisers, using specific databases & taking charge of client correspondence. I learnt many skills in this role that have stuck with me such as financial skills, exceptional customer skills, working under pressure & using different databases.

PARTSPEED

Social Media Assistant

April 2019 – April 2019

For this role I was only with them for a few days to help them with their social media presence. I was supposed to stay longer but had to leave due to a personal problem that was happening at the time. I set up social sites for them, set up a plan for them to follow & showing the team how to use said sites

INTERNSHIPS/WORK EXPERIENCE:

POLYGRAPH MAGAZINE (FMP)

Editor in Chief

Nov 2019 – May 2020

Editor in Chief of Polygraph Magazine. A genderless Fashion Magazine that focuses on real life issues, part of my Final Major Project. @polygraph_magazine ❤️

LOOK MAGAZINE LONDON

Fashion Internship

Feb 2016 - March 2016

This was a month's long internship, which I sourced myself. I would assist on photo shoots, sorting PR sent to the magazine, organising for items to be picked up & also I would help different departments with the content making for the magazine. Learnt so many things while on this placement, it was a huge learning experience and has definitely gave me a lot of industry knowledge.

THE SUSTAINABLE STUDIO

Fashion Internship

Feb 2017 – May 2017

This role was a live brief for University. I helped with their Look-Book imagery for their new clothing line called 'Dati'; The imagery that I produced for them was used in all their campaigns & social medias.

BEDROOM ATHLETICS

Fashion Internship

Sept 2019 - Nov 2019

As part of my Fashion Entrepreneurship module we worked with Bedroom Athletics, to help think of new campaign ideas to give the brand a refresh and the possibility of new customers. We then had to pitch these ideas and get feedback from the owner.

THE BRITISH HEART FOUNDATION

Fashion Internship

Feb 2018 - April 2018

As part of a live brief for University, I had to work with The British Heart Foundation; I ran their social media channels, helped with visual merchandising & possible ways of promoting the charity in this day and age.