

Jen Lorraine

Media, Communications and Events | Bridgend, South Wales
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Profile

I'm an experienced and motivated professional with a strong background in media, communications, and events, gained primarily within the education sector. I bring creativity, attention to detail, and a focused mindset to every project. My work includes digital marketing, stakeholder engagement, content creation, and communications. I'm passionate about using storytelling and digital media to strengthen community connections and enhance brand identity.

I thrive in dynamic environments where collaboration, adaptability, and creativity are valued, and I have a proven ability to manage multiple priorities with professionalism and care.

Key Skills

Marketing and Communications

Experienced in planning and delivering digital and print campaigns, crafting engaging content, and managing websites and social media channels.

Digital Media and Content Creation

I am skilled in copywriting, photography, Canva, and Adobe tools for use across both digital and print platforms.

Event Coordination

I have a proven ability to plan, promote, and deliver internal events and communications to internal and external stakeholders.

Administration and Data Management

I have a strong background in administration, stakeholder communication, and the use of management systems to improve efficiency.

Technical Proficiency

Confident user of Microsoft Office, information technology, and website administration, with working basic knowledge of HTML and CSS.

Project Management

Experienced in coordinating projects, managing deadlines, and delivering on objectives.

Confidentiality and GDPR

Skilled at maintaining professionalism and discretion in sensitive environments.

Inclusion and ALN Awareness

Committed to inclusion, drawing on lived experience supporting individuals with neurodiversity.

Professional Experience

Media, Communications and Events Officer (Current)

Leading on all aspects of marketing, media, and event promotion, including digital content, photography, and newsletters. Enhancing stakeholder engagement through internal and external communication strategies, social media management, and digital signage.

Media Officer and Learning Resource Assistant
Education Sector

Supported staff and students with media-related projects, website maintenance, and learning resources. Helped enhance digital literacy and access to technology-based tools.

Clerical and Administrative Roles
Education and Public Sector

Provided comprehensive administrative support, including correspondence, data entry, and communications. Contributed to system updates and user support during the transition to remote learning in 2020.

Volunteer Experience

Supported local government and media initiatives, including transcribing historical archives and providing administrative assistance to community and cultural projects.

Education and Qualifications

- ILM Higher Level 4 Leadership and Management, City & Guilds
- Higher Level 4 Digital Marketing Apprenticeship, City & Guilds
- Web Development (HTML & CSS)
- Propaganda & Persuasion (Journalism)
- Art & Design, English Language and Literature, Media Studies, Photography, Welsh
- Graphic Design for Social Media
- Essential Skills Wales, Digital Literacy, Typing, Word Processing, Numeracy
- CACHE Introduction to Childcare Practice (Home-Based)

Memberships

DBS Disclosure Certificate

The Worshipful Company of Carmen