

CURRICULUM VITAE

Name: Amelia Ayson Carruthers
D.O.B: 20 July 1990
Phone: 07754 568 237
Email: amelia.carruthers@gmail.com
Address: Chiswick Quay Marina, London, W4 3UR



Relevant Employment

- 2018 – 2019 **Chiswick Tutoring**
Sep – Present **Self-Employed**
I currently run my own academic tutoring business, specialising in English, History and Philosophy tuition at GCSE, A Level, Degree and Adult Learner Level. Operating primarily in South West London, I work with students of all ages and abilities – helping to improve their academic skills and personal confidence.
- 2018 – 2018 **Society of Antiquaries of London, Burlington House, Piccadilly, London**
Jan – Aug **Communications Manager**
Responsible for designing and executing the Society's communications strategy including managing the website, organising lecture and conference series, social media strategy, print/digital marketing, and media relations. All of my work fed into raising the profile of the Society, its Fellowship and core charitable objectives, both at Burlington House in London and Kelmscott Manor in Oxfordshire.
- 2017 – 2017 **Oxford University Press, Great Clarendon Street, Oxford**
Jul – Dec **Associate Marketing Manager: Global Online Products**
Owning, developing, and implementing the global marketing strategies for OUP's online products - acting as the primary marketing contact for all internal and external stakeholders. I managed team members and budgets, and tracked / evaluated the efficacy of marketing activities, using this information to drive future campaigns. The role necessitated in-depth knowledge of HTML and data-driven marketing, using Socials, Google Analytics, Adwords, NetInsights and varied PPC.
- 2016 – 2017 **Marketing Executive: Global Online Products (Oxford University Press)**
Sep – Jul I oversaw marketing strategy for several online resources, for which I updated site public pages and news feeds, and was responsible for company-wide communications. In addition to digital marketing activities, I worked with designers to create various multimedia and printed materials, as well as creating items on InDesign and Photoshop myself. I was the main point of contact for any internal and external queries regarding our websites.
- 2015 – 2016 **Marketing Assistant: Medicine Books (Oxford University Press)**
Sep – Sep I managed a list of titles for which I handled the budget – communicating with authors, internal and external teams. I created marketing plans and newsletters, organized and attended conferences, sourced reviews and contact databases, and created varied social media content. My role necessitated strong copy-editing and writing skills, as well as frequent design work – using both InDesign and Photoshop.

- 2014 – 2016 **Freelance Arts Blogger**
Feb – Sep I wrote my own popular arts blog, critiquing and reviewing the creative scene in Bristol, Birmingham and London. I have written multiple articles for the Huffington Post, Culture 24, Photomonitor, and other arts publications. Please see: www.ameliacarruthers.com
- 2013 – 2015 **Editor / Writer (Read Books Ltd., Bristol, UK)**
May – Aug Responsibilities included project managing my own series ('Fairy Tale Origins' and 'Writers On') from idea to completion, writing introductions, essays and author biographies, proofing copy from freelance employees and creating website content.
- 2014 – 2015 **Weekend Supervisor (Spike Island Gallery, Bristol, UK)**
Aug – June The primary responsible person in the gallery, ensuring the well-being of volunteers as well as undertaking general administrative duties (reception, emails, sales and banking). I gave guided tours and aided the 'I Am Making Art Workshops.'
- Summer 2013 **Researcher (St. Andrews University, Scotland, UK)**
May – Aug Researcher for the University of St. Andrews project, 'Heirs to the Throne in the Constitutional Monarchies of Nineteenth – Century Europe (1815-1914)', examining press responses to British Crown Princes, primarily utilizing online databases.

Academic Qualifications

- M.Phil.** Modern History at Bristol University
Academic Prizes: Mytton Scholarship
Academic Assistant Bursary
- MA (Honours) First Class** History and Philosophy at St Andrews University
Subjects: Art History, History and Philosophy
- Academic Prizes: Dean's List – 2010, 2011, 2012, 2013
(Awarded to students achieving above 82% in an academic year)
Medal for Performance in History of Philosophy (2011)
Medal for Best Student in Modern History (2011)
- BTEC Art Foundation** Merit
- A levels (4 x A Grades)** English Literature, Fine Art, History, Philosophy
- GCSE (10 x A* / A Grades)** Art, English Language, English Literature, French, Geography, History, Mathematics, Religious Education, Science double award

Schools attended

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|----------------------------------------------|-------------|
| University of Bristol | 2013 - 2015 |
| University of St Andrews | 2009 - 2013 |
| Warwickshire College, Leamington | 2008 - 2009 |
| Stratford-upon-Avon Grammar School for Girls | 2001 - 2008 |