

JESSICA LITTLEWOOD

CURRICULUM VITAE

PERSONAL INFORMATION

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SOCIAL MEDIA

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EDUCATION

**BA majoring in
Criminology and
Psychology (Cum Laude)**
University of Pretoria | 2014-2016

GDE Matric Exemption
Parktown Girls | 2009-2013

WRITING PORTFOLIO

<https://www.clippings.me/jessicalittlewood>

I have a keen interest in human nature and behaviour as well as a thirst for knowledge. I am eager to learn as much as I possibly can from my experiences and I am determined to make the most of the opportunities presented to me. I am driven by a desire to make an impact in this world in some small way, be it with my passion for writing or my decision not to pursue a singing career.

WORK EXPERIENCE

FREELANCE WRITER LV Digital | July 2019- present

Content creation for clients' websites, including: researching and writing articles on a multitude of topics and creating copy for social media posts.

Xela Designs | July 2019 - present

Social media scheduling and management; creating copy for posts on social media and for the website, Website design and editing with Wordpress. Logo design and rebranding.

Run Jump Fly & Matchfire Motion | August 2019 - present

Creating and scheduling posts for social media, creating copy for social media, proof reading documents and script writing.

"Scammed - The book" (Co-author and researcher) | March 2019 - present

- Research into South African con-artists and scams
- Writing chapters for the book alongside co-authors
- Proof reading, fact checking and editing the chapters

Grassy Spark | April 2019; August 2019

Wrote the press release for Grassy Spark's song 'AYT' and the press release for their 'Flow' remix EP.

Flamingo Moon Trading newspaper advert | March 2019

Creating copy for Flamingo Moon Trading newspaper advert

Yoco – Yoco "Tap" video series | November 2018

Responsible for creating copy for the Yoco "Tap" video series advert

RunJumpFly – Sansui South Africa | October 2017

Responsible for researching and creating copy for the Sansui South Africa website.

- Writing product overviews, specs and features for various Sansui products.
- Editing images using Gravit Designer and editing content.
- Uploading content to Wordpress

CONTENT CREATOR

Texx and The City (Music and lifestyle blog) | August 2018 - present

Responsible for content creation for award-winning Cape Town-based music and lifestyle blog, including:

-Album, song and music video reviews; event reviews; researching and writing features; and conducting and transcribing interviews with artists.

Our Friends (Music and lifestyle blog) | April 2016 - present

Responsible for content creation for Johannesburg-based music and lifestyle blog, including:

- Writing event, album and art reviews; organising, conducting and transcribing interviews; as well as writing short and long form articles.

SKILLS

WRITING SKILLS

- Feature writing
- Copywriting
- Editing/proofreading
- Content creation for:
 - Blogs, social media and websites

TECHNICAL SKILLS

- Microsoft suite
- WordPress
- Management
- Editing
- Administration
- Ideation
- Presentation

RESEARCH SKILLS

- Research planning
- Interviewing
- Transcribing
- Analysis and evaluation of information

PERSONAL SKILLS

- Adaptable
- Easy to work with
- Good sense of humour
- Organise

OTHER SKILLS:

- Basic photography
- Basic knowledge of Adobe Lightroom
- Basic knowledge of Adobe InDesign
- Basic knowledge of Adobe Illustrator
- Basic knowledge of Adobe Photoshop

**REFERRALS AVAILABLE
UPON REQUEST**

FORENSIC INVESTIGATOR

IRS Forensic Investigations

Investigations Team Leader | July 2018 – December 2018

I was promoted to the role of investigations Team Leader and was responsible for a team of 3 investigators.

In addition to my role as investigator, I was responsible for:

- Reviewing and approving work, providing guidance and assistance when required and ensuring work was completed timeously.
- Implementation of numerous processes and systems to improve team efficiency.

Junior Investigator | March 2018 - July 2018

Responsible for conducting investigations into cases of fraud and misrepresentation, including:

- Analysis, evaluation and verification of information; creating suspect profiles based on information from clients, online databases and social media; and compiling reports, client and supporting statements.
- Liaison with clients, suspects, the SAPS and other departments within the Criminal Justice System.

Intern | January 2017 – July 2017

Responsible for the investigation of fraud complaints, including:

- The acquisition, compilation and analysis of evidence; the compilation of statements and supporting statements; opening fraud dockets with the SAPS; and liaison with clients, the police and the media.

FREELANCE INVESTIGATIVE ASSISTANT

Hazel Friedman/Special Assignment | March 2018 - August 2018

Assisting investigative journalist Hazel Friedman in her investigation into an alleged serial fraudster, for the Special Assignment series "To Catch a Con". This includes:

- Going undercover to contact the suspect; accompanying Hazel on confrontations and being interviewed for the show.
- Compiling a chronological timeline encompassing 30 years of information.

FREELANCE RESEARCH ASSISTANT

Mandy Wiener | April 2017- July 2017

Freelance researcher for journalist Mandy Wiener while she wrote "Ministry of Crime". This includes:

- Conducting, compiling and presenting research; providing behavioural and criminological insight; and accompanying her on interviews and transcribing the recordings.

ADMINISTRATIVE ASSISTANT

Richard Clowes | January 2015-August 2017

Responsible for office administration, including:

- Filing, compiling schedules and lists, email correspondence, compilation and writing monthly newsletters, and helping with admin for Rotary South Africa.