

Jack Lenox

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53 Glebe Road
Egham
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A highly motivated student of Ancient History with extensive, direct experience in the media industry.

AWARDS AND RECOGNITION

Shortlisted under Innovation category for *Channel 4's 4Talent Awards 2008*. Youngest of five individuals to be shortlisted for the category:

*"To have driven the launch of a student newspaper is a fantastic achievement. Jack's entrepreneurial spirit really impressed us, and we think he'll go a long way. People who show his drive and vision are hard to come by." - **Andy Pipes, Development Producer of channel4.com***

MEDIA EXPERIENCE

October 2008 - present **Moneymagpie.com, London**
Lead Web Developer

Initially, as an intern, assisted the editorial team by writing and editing financial self-help articles for the site. Currently implementing and overseeing the restructuring and redesign of Moneymagpie.com.

June 2008 - **The Straits Times, Singapore**
September 2008 **Intern/Journalist**

Internship on the sportsdesk of *The Straits Times*, the national broadsheet newspaper of Singapore.

- Worked independently as a journalist and covered numerous high-profile events.
- Reported on the build-up to the *Beijing Olympics 2008*; compiled results and information during the games.
- Covered personally assigned domestic sporting events including the *Fisher & Paykel Five Nations Netball Cup 2008* - a week-long event which involved composition of credited articles daily.
- Assisted a team of more than 30 people on the sportsdesk working to tight deadlines.

October 2006 - present **The Founder newspaper & QUAD magazine (Wise News and Media Ltd), Egham**
Owner and Editor-in-Chief

Founded Wise News and Media Ltd to launch and publish *The Founder*, the independent student newspaper of Royal Holloway, University of London and its magazine supplement, *QUAD*.

- Lead a team of 25 people working in a high-pressure environment to produce a fortnightly publication.
- Nurture relationships and promote communication between the College, the Students' Union and the student body at large.
- Take editorial responsibility for the publications; coordinating and composing submissions for national student publications including the *National Student*.
- The newspaper has to date generated a turnover of over £40,000 with a forecast annual revenue of at least £25,000.

EDUCATION

2006 - 2010 Royal Holloway, University of London

BA (Hons) Ancient History (2.1 anticipated)

1998 - 2005 Colchester Royal Grammar School

4 A Levels 2005

History (B)

Classical Civilisation (B)

English Literature (C)

General Studies (C)

1 AS Level 2004

Economics

10 GCSEs 2003 (including)

English Literature (A)

English Language (A)

French (A)

History (A)

EMPLOYMENT HISTORY

June 2006 - October 2008 Verity Appointments, London PA/Legal Secretary

Provided secretarial/paralegal support to law firms of almost all fields across London via this agent during university holidays and breaks.

- Assisted managing partners and senior solicitors at various law firms including: Dawson Cornwell, DWF, Beckman, Ingram Winter Green and Ross & Craig.
- Performed administrative duties including preparation of legal documents and forms, letter composition and audio typing.

May 2006 - June 2006 Lloyd's of London, London PA

PA to the head of the Lloyd's Agency Department.

- Prepared letters and reports on international insurance companies operating under the Lloyd's banner.

June 2005 - May 2006 Devonshires Solicitors, London PA/Legal Secretary

Assisted the Managing Partner and Senior Partner in a secretarial role as well as provided float secretarial support for numerous partners and senior solicitors.

- Prepared and engrossed letters and legal documents.
- Created and managed client files both in hard and soft form.

TECHNICAL SKILLS

- Very experienced in the construction and use of computers and fully conversant with most brands of software and hardware having run a small computer building business during Sixth Form, mainly building PCs for family friends.
- Designed and maintained a considerable number of websites for small businesses throughout secondary education.
- **Software packages:**

Adobe Creative Suite 4 (PC/Mac)	Advanced
Microsoft Office (all platforms)	Advanced
- **Operating Systems:**

Microsoft Windows 95 through to Vista	Advanced
Mac OS9/X (Leopard)	Advanced
- **Languages:**

CSS, HTML, Javascript, PHP, SQL, XML	Advanced
DTD, ASP.NET	Basic
- **Keyboard:**

80wpm	
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SKILLS

- **Driving:** Full UK, current and clean driving licence.
- **Music:** ABRSM Jazz Piano Grade 5, ABRSM Classical Piano Grade 5

INTERESTS

- **Leadership:** Through my development of *The Founder* I have gained extensive experience of people management and organisation.
- **Exploration:** I took a gap year from 2005-2006 during which time I gained work experience at numerous London firms before travelling to Asia from June to September 2006 visiting Thailand, China and Cambodia. During this time I taught English to young Chinese students at a school on the outskirts of Beijing.
- **Music and theatre:** Keen amateur actor and musician having performed in principal roles in musicals and straight plays both with amateur societies and at secondary school. I have also been a member of various bands as a singer and/or keyboardist/pianist in genres ranging from jazz to rock and pop.
- **Physical fitness:** Tennis, skiing, waterskiing, surfing, rugby, ice hockey, golf, lacrosse and polo.

References are available on request.