

# ***Stephen-Leslie France***

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An English degree qualified writer with diverse functional skills acquired from office based experience and academia. Well-developed interpersonal and organisational abilities through management positions, customer service roles, and work in a variety of different occupations and countries. A great passion for accuracy, manifested in proof-reading and editorial work.

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## **Skills Profile & Select Achievements**

### ***Writing & Editing***

- Promoted from Account Executive to Editor-in-Chief in pursuit of improving our publications at aLookingGlass. Wrote feature articles, PR pieces, media kits, advertising contracts, and e-newsletters for our various publications increasing our regional audience. This incorporated social media writing to boost the publications' global reach to Europe and the USA
- Written and edited a variety of content and copy ranging through newspapers, magazines, event promotion, fiction, and non-fiction material to the pleasure of my clients (refs available)
- Promoted from administration assistant to administration officer at DEFRA; I proof-read reports and letters addressed to the public from MPs with extreme scrutiny – a prime requisite of the occupation was accuracy when representing the government

### ***Management & Team Working***

- Managing the *Virgin Islands Property and Yacht* magazine from London since Dec 2014 – this comprises overseeing a team of writers and directing design of our publications to a monthly deadline via online communication
- Sole manager of the online newspaper *Virgin Islands News Online*, writing articles, editing articles submitted by contributors, and marketing the company
- Supporting the Barclays Migration Team with insurance underwriting, keying on insurance policies to the Barclays Exceed system. Providing training on the Exceed system for new staff while balancing my university degree
- Often left to supervise the retail stores I worked for in face-to-face sales, phone sales, internet sales, and daily administrative tasks

### ***Innovation & Fast Adaptability***

- As aLookingGlass Account Executive, diversified by conducting market research, providing marketing advice to clients, advertising sales, and retail marketing brokerage. Managed our company's annual social events and print distribution analysis over our most lucrative commodity – the *BVI Newbie* guidebook
- Often left in charge to supervise Myett's Bar, one of the most popular tourist destinations in the British Virgin Islands whilst managing their online social media to increase international reach
- As an Insurance Underwriter, built successful relationships with clients via phone sales, providing a full risk assessment, then underwriting, tailoring insurance policies to the client's needs. Handling client grievances in a diplomatic manner whilst working to a target/deadline in a high pressure sales environment

## ***Stephen-Leslie France***

- Appointed as liaison to the financial advisors for Selestia Stocks and Shareholders, carrying out disinvestment applications and fund Switch authorisations
- As a freelance clerk with no legal training, took notes for various Legal firms in Crown Court Trials, Sentencing, Mentions, Client Conferences, and Prison Legal Visits with accurate typed attendance notes

### **Education & Qualifications**

#### **2004 – 2007 – BA Hons English - 2(i) - University of Southampton**

Modules involved: Creative Writing, Experiments in Writing, Analysing Literature, Media Studies

#### **2003 – A Levels Exam Boards - Dulwich College School, London**

A2 Eng. Literature, History, Ancient History, AS Economics, General Studies, Latin – A and B grades

#### **2001 – G.C.S.E Exam Boards - Dulwich College School, London**

Maths, English Language, English Literature, Double Science, French, Religious Studies, History, Latin – A\*, A, and B Grades

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### **Employment History**

**Oct 2011–Present – Editor-in-Chief– aLookingGlass, Virgin Islands (currently in London)**

**Mar 2010–Mar 2012 – Bartending & Social Media Admin– Myetts Beach Hotel, Virgin Islands**

**March – May 2010 – Journalism and Marketing Executive - VINO, Virgin Islands**

**2010 – Columnist - Network News, London**

**2008 – 2009 – Underwriting Specialist - Barclays Finer Household Insurance, Southampton**

**2007 – Policy Servicing - Selestia, Skandia Point, Southampton**

**2006-2007 – Underwriting Adviser Assistant - Barclays Finer Household Insurance, Southampton**

**2005-2006 – Marketing Team – University of Southampton**

**2004 – Administration Officer - Department of Environment, Food and Rural Affairs, London**

**2003-2004 – Law Clerk for Solicitors (Freelance), London**

**2001-2004 – Various Sales Roles (Zest Stores and Softwide PC Store), London**

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### **Interests and Further Information**

**Writing.** In 2005, a strong commitment to creative writing allowed me to complete my 93,000 word manuscript *Fall from Grace*. **Health and Fitness.** I am a firm believer in the healthy body/healthy mind ideology. **Personal Self-Development.** My transition to the BVI in 2009 for five years enhanced my learning skills and adaptability. **REFERENCES - Available upon request**