

# TRINA WALLACE

**Trina Wallace** is an experienced journalist, copywriter, editor and project manager. She has written about charity sector, environmental, ethical and social justice issues for nearly a decade. Trina has worked with charities including Cancer Research UK, Oxfam, WaterAid and Barnardo's and has written for publications such as *The Big Issue*, *The Guardian* and *The Western Mail*. She is London-based and enjoys interviewing and working with people supported by charities to produce hard hitting copy.

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## WORK HISTORY

- **Freelance copywriter, editor and journalist. February 2011 to present.** Charity communications: Writing, copyediting and project managing communications for various charities including Cancer Research UK, Drinkaware, CLIC Sargent, Alzheimer's Research UK and Plan UK. Working on: newsletters, annual reviews/reports, web copy, reports, scripts, brochures, leaflets and direct marketing. From compelling web content to impact-based annual reviews, Trina helps charities tell their story so readers take action. Journalism: Writing journalistic articles, from how birth order influences personality to jargon in the charity sector. Published in *The Guardian's* Voluntary Sector Network, *Lighter Life* and *Edge*.
- **Editor, ngo.media. November 2006 to January 2011.** Writing, copyediting, proofreading, project managing and producing publications and communications materials for various organisations with social aims at ngo.media, a charity copywriting agency ([www.ngomedia.org.uk](http://www.ngomedia.org.uk)). A senior member of staff, Trina led on communications work with children's, older people's and mental health charities: she was an account manager for The Children's Society, YoungMinds and Age UK and worked with WWF-UK, Macmillan Cancer Support and the Alzheimer's Society. She also:
  - project managed web and print projects from concept to delivery, including managing budgets
  - edited ngo.media's ethicalcareers.org, a website for information, advice and support for people looking for a career with a conscience, as well as editing [www.ngomedia.org.uk](http://www.ngomedia.org.uk)
  - commissioned and managed freelance writers, designers and proofreaders
  - line managed one member of staff, including setting targets and holding regular one to ones.
- **Features writer. June 2004 to June 2006.** Working on two national magazines, *Wales in Action*, a lifestyle magazine and *Action Network*, a business magazine. Trina wrote articles focusing on charity campaigns, features on environment and social issues and in-depth pieces on disability-related topics.
- **Freelance writer. January 2004 to October 2006.** As a freelancer for *Big Issue Cymru* and *Big Issue South West*, Trina wrote articles on everything from fostering and adoption to drug addiction. She has also written for women's and travel magazines and Wales' national newspaper *The Western Mail*.

## OTHER RELEVANT INFORMATION

- Mentor for a marketing colleague working for Parkinson's UK.
- Individual member of CharityComms, the membership body for charity communicators.
- 100 words per minute Teeline shorthand.
- Volunteer for Kilburn Neighbours – visiting an older person once a fortnight for seven years.
- Training to be a counsellor using the integrative approach.
- Proficient in Office, Quark Xpress, InDesign, WordPress, basic HTML and content management systems.

## EDUCATION

- Professional diploma in integrative counselling, The Mary Ward Centre. 2013-2015.
- Certificate in counselling skills (person-centred approach), City Lit. 2012-2013.
- Postgraduate diploma in magazine journalism, Cardiff University. 2003-2004.
- BA English Studies, Exeter University. 1998-2001. (Achieved 2:1, hons.)
- A-levels, St Dominic's Priory School, Staffordshire. 1996-1998. (Achieved A,B,C,C)
- GCSEs, St Dominic's Priory School, Staffordshire. 1994-1996. (Achieved 3 A\*s, 1 A and 5 Bs)

REFERENCES ARE AVAILABLE ON REQUEST