



Luvarie Hill

Freelance Project Coordinator,
Digital Marketer and Copy-
writer

[View profile on Dweet](#)

Links

- [Website](#)
- [Blog](#)
- [LinkedIn](#)
- [Instagram](#)

Languages

English (Native)

About

Join the LOUVERS and collaborate with me!

I believe in the power of storytelling. I thrive in making a difference and pushing boundaries for those seated in comfort, I focus on the people behind the facade and help make powerful connections.

I really LOUVE communicating with people, so I created my own PR house, during a time where a question of 'belonging' or 'fitting in' was a long stretched pondering episode.

Brand identity is like the cover to your book. It may not be enough to Capture who you are, but it's enough to get the right community interested.

Building a community in LOUVE

BRANDS WORKED WITH

- Aegon Asset Management
- LOUVE
- Merton Community Fridge
- MTT Limited
- N/A
- Nomura Asset Management
- Smithfields Business Centre
- Three Hills
- Pat McGrath
- A-COLD-WALL*
- Coperni
- Martine Rose
- Penhaligon's
- FaceGym

Experience



● Freelance Project Manager: PR Marketing Comms & Copywriter

LOUVE | Jan 2023 - Now

Collaborated with renowned brands including Pat McGrath Labs, The Pangaia, UK Penhaligons, NARS Cosmetics, Sassy Organics, Caudalie USA, Shay Jewellery, Orelia London, and FaceGym, as a influencer marketer. Authored engaging content for fashion and beauty brands, driving customer engagement and increasing brand visibility. Contributed to various fashion and beauty projects, producing high-quality content and maintaining social media platforms.

● Volunteer Staff

Merton Community Fridge | Oct 2023 - Jan 2024

Embarking on this volunteer journey at the community fridge is more than just giving back—it's about creating a sustainable ripple. By rescuing surplus food, we're not just feeding our neighbours today; we're cultivating a greener, more resilient tomorrow, one rescued meal at a time.

● Executive Assistant to Chief Executive Officer

N/A | Jul 2022 - Jan 2023

Managed executive's complex and ever-changing calendar with precision and efficiency. Oversaw international travel arrangements and accommodations for executive team, ensuring seamless logistics. Played a key role in orchestrating high-profile events for luxury brands, handling all aspects from planning to execution. Produced detailed reports and presentations, synthesizing data to support strategic decision-making processes.

● Project Coordinator & PA to CIO

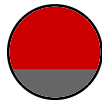
Three Hills | Oct 2019 - May 2022

Conducted in-depth market research and trend analysis to inform strategic initiatives, contributing to improved client satisfaction and business growth. Negotiated contracts with vendors and suppliers, consistently securing

favorable terms and cost savings.

Coordinated internal and external meetings, managing schedules to optimize productivity.

Prepared comprehensive reports and presentations for CIO, providing valuable insights into project performance and progress.



- **Marketing & Client Relations Assistant**

Nomura Asset Management | Nov 2018 - Aug 2019

Collaborated cross-functionally to develop and execute marketing strategies, resulting in a 10% reduction in costs while maximizing brand visibility.

Maintained client databases and provided exceptional service to support client relations efforts, fostering long-term relationships.

Utilized graphic design tools to create visually appealing marketing materials and presentations.

- **Secretary**

MTT Limited | May 2018 - Sep 2018



- **Office Assistant**

Aegon Asset Management | Apr 2016 - Feb 2018

Assisted with administrative tasks, including scheduling appointments, filing documents, and organizing office supplies. Demonstrated strong communication skills in liaising with clients, vendors, and internal staff members.

Contributed to the overall efficiency of office operations by providing reliable support to various departments.

- **Receptionist & Building Administrator**

Smithfields Business Centre | Jan 2015 - Jan 2016

Handled incoming calls and emails, providing information and assistance to clients and tenants. Maintained building access records and security protocols, ensuring a safe and secure environment. Coordinated maintenance and repair requests, addressing issues promptly to minimize disruptions.

Education & Training

2011 - 2013

- **Esher Sixth Form College**

A Levels,