



Shiloh Hutchin-son

Social Media freelance

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Languages

English

About

committed

BRANDS WORKED WITH

- OhSo Social
- Private professional client

Experience

● Self employed personal assistant

| Jun 2023 - Now

- Managing calendar and scheduling appointments
- Answering phones and taking messages
- Preparing and sending correspondence
- Organizing and filing paperwork
- Booking travel and making hotel arrangements
- Researching information
- Running errands
- Planning and organizing events

● Freelance Social Media Assistant

OhSo Social | Jun 2023 - Jun 2023

- Managing social media accounts for multiple channels including BMW. This includes responding to comments and messages, and monitoring analytics.
- Identifying target audiences, setting goals, and developing strategies.
- Collaborating with other departments. This could include marketing, sales, and customer service to develop and execute social media campaigns.
- Analysing social media data. This involves tracking the performance of social media campaigns and identifying areas for improvement.
- Reporting on social media activities. This could involve creating reports for management or sharing insights with other teams

Education & Training

2023 - 2023

● Croydon College

Student in Year 1 BTEC Business,

2018 - 2023

● Eden Park High School

School leaver,