

# Chelsea Mae Kaleihwahiwa Wallis

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Johannesburg, South Africa

Crafting compelling stories at the intersection of culture and industry.

## EXPERIENCE

### Freelance Writer/Editor

*Self-employed, Sydney, Australia*  
December 2012 to Current

Feature articles, publications research. Covering engineering, travel, associations, SMEs, B2B.

### Bid Writer/Editor

*Big Picture Communications, Sydney, Australia*  
October 2017 to May 2018

Corporate communications support either remote or on-site, primarily for large engineering and construction clients. Tender support in formatting, writing and editing on both sides of the process. Content production and editing for government and corporate reports, CVs, awards submissions, style and training manuals, etc.

### Editor and Writer

*Mahlab Media, Sydney, Australia*  
July 2014 to May 2015

Client-facing role as online editor for the Australian Human Resources Institute's member communications alongside the print editor.

Producing content for leading content marketing agency Mahlab Media's suite of print and digital magazines, eDMs, videos, blogs, websites and social media. A focus on communications strategy for major Australian associations.

### Editor and Journalist

*Engineers Media, Sydney, Australia*  
July 2013 to July 2014

Editor of Water Engineering Australia magazine. Journalist covering major civil works and construction for Engineers Australia magazine. Multimedia project manager for Engineers Media publishing, a fully owned subsidiary of Engineers Australia.

### Online Content Manager

*IQPC, Sydney, Australia*  
April 2013 to June 2013

Content producer working with the marketing and events teams to provide mining sector content for online publication. Assisted media partners and sourced original articles across industry concerns such as: health and safety, environment, and recruitment.

### Staff Writer

*KangaNews, Sydney, Australia*  
February 2012 to November 2012

Daily reporter and features contributor covering Australasia's debt, bond and securitisation market for a niche publication. Social media, polling and event co-ordination.

### Reporter

*Medill News Service, Chicago, Ill., and Washington, D.C., USA*  
March 2011 to June 2011, September 2011 to December 2011

Finance reporter for a local wire service in Chicago covering transportation and the Great Lakes shipping industry. Stories included earnings reports, economic indicators and small business profiles.

Congressional reporter covering immigration and demographics for a national wire service covering politics, the White House, lobbying groups, national security and the census database.

### Receptionist / Administrator

*Kaplan International Colleges, Auckland, New Zealand*  
January 2010 to November 2010

Front desk administrator providing customer service and accounts management at an international English language school. Orientation leader, under-18 counsellor, substitute housing co-ordinator, substitute teacher.

#### **English as a Second Language Camp Counsellor**

*Gyeongnam Education Research and Information Center, Changwon, South Korea  
July 2008 to September 2008*

Group facilitator teaching intermediate-level 7- to 13-year-old students; helped organise curriculum with the CEO to build a lasting program and attract future camp counsellors.

#### **Clinical Skills Program Manager, Housing Coordinator**

*Kaplan Test Prep and Admissions, Chicago, Ill., USA  
March 2006 to July 2008*

Manager of one of Kaplan's three facilities helping international doctors pass medical board exams. Led of a team of 60 part-time employees, marketing presentations, operations and budgets, student management and payroll database management.

### **VOLUNTEERING**

#### **Tutor**

*Sydney Story Factory, Sydney, Australia  
March to July 2016*

Encouraging literacy and engagement in school with students from indigenous and asylum seeker backgrounds, for instance. Professional development in engaging reluctant students in writing.

#### **Online Editor**

*South Sydney Herald, Sydney, Australia  
May to June 2013*

Uploading stories and images to the South Sydney Herald's WordPress website.

### **EDUCATION**

#### **Medill School of Journalism, Northwestern University**

*Evanston, Ill., USA – MS Journalism: Financial Reporting, December 2011*

#### **Oberlin College**

*Oberlin, Ohio, USA – BA English Literature, May 2004*

### **OTHER**

#### **Computer Skills**

Proficient in Microsoft Office: Outlook, Word, Excel and PowerPoint. Intermediate Adobe Suite (Soundbooth, Premiere, Photoshop and InDesign), Final Cut Pro. Basic navigation of Bloomberg Terminal. Experienced in WordPress, CMS formatting, SEO, Google Analytics and site curation.

### **PERSONAL INTERESTS**

Competitive soccer, boxing, sci-fi novels, cake baking. Willing to renew certification: CPR, first aid, child CPR and first aid, HEFAT (hostile environment and emergency first aid training).