

# Alexandra Herrtage

## Referees

[alexandraherrtage6@gmail.com](mailto:alexandraherrtage6@gmail.com)

+44 7488433323 Based in London

Available immediately, part-time or full-time,  
employed or freelance.

*Contact details available upon request*

JSD Managing Director Ann Dowdeswell

Sustainable Style President Holly Houston

Seva Mandir CEO Ronak Shah

I am a capable pair of hands no matter the task and am always willing to work long hours to get things done. I am organised, punctual and invite feedback. I am experienced in solving problems and managing several tasks at once. I am not fazed by a high-pressure environment and enjoy completing projects to the highest standard, both in a team and independently. I have a long-held interest in media and marketing and would appreciate any opportunity to break into the industry.

## Education

2020-2024 University of St Andrews. 2:1 Joint Degree in Philosophy and Film Studies.

## Experience

### Aged 18-23

December 2024 to July 2025 – Freelance assistant to The Victoria League for Commonwealth Friendship, offering occasional graphic design and copywriting services for events and promotion.

September to December 2024 – Communications Intern at Indian non-governmental organisation: 'Seva Mandir' reaching over 1 million people around Udaipur. Social Media Marketing, proofreading and editing crucial documents and fundraising pitches. Model and Shoot Assistant for former NGO partner clothing brand: Sadhna.

April 2023 to April 2024 – Executive Role of Clothing Swap Head for Sustainable Style. Managed a team of four to organise events, gaining 300 new registered swappers. Monitored all stock, venues and logistics. Made a profit of £1208 and donated 50% to charity: 'Fashion Revolution'.

June to July 2023 – Summer Intern at Jermyn Street Design (JSD) a bespoke uniform company with over 65 world-leading clients. Social Media Marketing, production organisation, sustainability assistance, customer relations and administrative tasks.

January to March 2023 – Designer Publicity Officer for Sustainable Style's Charity Gala. Raised £1399 for charity: 'Fashion Revolution'. Social Media Marketing, Content Creation, Canva design, decoration and auction item sourcing, venue set up and event running.

June to August 2022 – Airbnb cleaner for St Andrews property owners. Waitress for the R&A's 'Niblick Brasserie' and private events server for high profile clients.

June 2022 – Events Assistant for the 'Sir Jackie Stewart Classic' raising over £125k for charity: 'Race Against Dementia'. Merchandise sales, fundraising, decoration set up and event running.