
SOCIAL MEDIA ASSISTANT

CONTACT

07340109997
Riador11@outlook.com

PROFILE

I am looking to move into social media work, building on over five years of experience using Instagram to promote my business, LASHEDBYREE. I enjoy creating content that showcases my lash work and helps potential clients see the results of my services.

SKILLS

Instagram and TikTok
Content creation
Canva design
Instagram insights
Client communication
Organisation and time management
Microsoft Word and PowerPoint
Use Acuity scheduling to manage client bookings and appointment availability.
Post Scheduling

EDUCATION

CERTHE Business Skills For the Workplace
Currently studying
James Watt College 2021
Level 3 Health and Social Care
Course not completed
Great Barr Academy 2016 - 2021
GCSE English – Grade 4
Level 2 Health and Social Care -
Pass

EXPERIENCE

Founder & Lash Artist – LASHEDBYREE
October 2020 – Present Birmingham

- Create Instagram and TikTok content to showcase lash results and promote services and training.
- Design branded promotional posts on Canva.
- Review views, reach and engagement through Instagram and TikTok insights.
- Respond to client enquiries and manage appointments and payments.
- Organise content creation alongside client appointments and business tasks.
- Deliver lash training and provide student support through REELASHED ACADEMY.

R I A J O N E S

SOCIAL MEDIA ASSISTANT

Date: 20/10/26

CONTACT

Dear Hiring Manager,

07340109997

Riadior11@outlook.com

I am writing to apply for the Social Media Assistant Role at Infinite Media. I have over five years of experience using Instagram to promote my business, LASHEDBYREE, and enjoy creating content that showcases my work. I would like to build on this experience by creating content for other brands.

RECIPIENT

Infinite Media – Social
Media Assistant Role

Through running LASHEDBYREE, I create content for Instagram and TikTok, schedule posts, design promotional posts using Canva and review engagement through Instagram and TikTok insights. I also respond to client enquiries and use Acuity Scheduling to manage bookings. Balancing these tasks with client appointments has helped me develop my business and communication skills, which I would bring to this role.

I am interested in Infinite Media because this role would give me the opportunity to create content for different brands and develop my organisational and business skills within an agency. I would welcome the opportunity to discuss how my experience could contribute to your team.

Thank you for considering my application.

Yours faithfully,
Ria Jones

Job description and Person Specification – Social Media Assistant, Infinite Media

Social Media Assistant

Infinite Media  · 4.2 ★

Job details

 From £12.71 an hour

Casual dress, Work from home

 Part-time

 Hybrid work in Birmingham

Full job description

About Us

Infinite Media is a growing content agency creating content for several growing brands in Birmingham / London. We're looking for a reliable, proactive social media manager to join the team.

What you'll do

- Manage our clients' social media accounts across TikTok and Instagram
- Increase engagement by replying to comments and DMs promptly

Apply with Indeed

Stories

•   uk.indeed.com  

What we're looking for

What we're looking for

- Experience in social media management (desirable)
- Confident filming content on iPhone. It doesn't need to be of yourself; you just need to be good at filming at content shoots.
- iPhone 13 or newer
- Confident using TikTok, Instagram and CapCut
- A good eye for aesthetic, high-quality content
- Reliable and organised, and quick to respond
- Happy to work some evenings and travel to shoots (including occasional London shoots)

Why work with us?

- Hands-on experience with premium brands
- Flexible, part-time hours
- A strong portfolio to build your career
- The chance to grow with the agency
- Working from home

Pay is in line with National Minimum Wage, depending on age.

Pay: From £12.71 per hour

Expected hours: No less than 6.0 per week

Benefits:

- Casual dress

Apply with Indeed

Work Location: Hybrid remote in Birmingham

uk.indeed.com
Snow less

Job Vacancy – Social Media Assistant, Infinite Media

<https://uk.indeed.com/m/viewjob?jk=9ddded4570476ee9>

Date accessed 20th October 2026.