

CHLOE LOUISE LEECH

CASTING RESEARCHER

07784444251 | chloeelech2005@hotmail.co.uk | Manchester Based

Full UK Clean Driving Licence. Age 25+. Own Vehicle

Experienced Sales Executive with a confident phone manner and excellent communication skills, recently transitioned into TV. I am incredibly excited to gain as much experience as possible at Researcher level and feel my previous experience in sales and customer facing roles only compliments this.

SKILLS

- MS Office, Outlook
- Processing contributors using Etribez
- Experienced with contributor phone chats and zoom auditions
- Targeted outreach using social media platforms

CREDITS

CASTING RESEARCHER | NAKED ATTRACTION | STUDIO LAMBERT | C4

May – August 2022

- Initially booked as a **Casting Runner** but promoted to **Casting Researcher** within the first 6 weeks of my contract
- Targeted contributors through social media platforms, applications using Etribez, conducting phone chats and zoom auditions, ensuring to provide a diverse and inclusive cast. Then pitched suitable contributors and their stories to Casting Producer, some of which were signed off by Channel 4 and selected as 'Pickers' on the show
- Assisted with compliance related admin tasks for the contributors and production, as well as booking in contributors for studio
- Responsible for backing up data to multiple locations whilst ensuring complete confidentiality given sensitive nature of docs/footage whilst also helping with some data logging for picker auditions to assist the edit team

OTHER TV EXPERIENCE

RUNNER | BRITAIN'S GOT TALENT- PRODUCERS TOUR SERIES 16- | FREMANTLE/THAMES | ITV

November 2022

- Assisted at a location in Manchester for the producer's tour- first stage audition process as a Runner for a two-day project
- General runner responsibilities included helping production with errands, ensuring all auditionees were happy and looked after, helped with queries, assisted other teams where needed
- Main responsibilities were assisting one of the casting producers with the first stage auditions for variety acts and singers, helping contributors set up equipment needed to audition, helping with music when in the room
- managing contributors outside of the audition room with a queuing system to ensure everything ran smoothly and everybody knew what the process was whilst keeping a log of auditionees and the decisions, general hospitality making sure they had the best experience.

RUNNER | PRIMARK RRR PROJECT | STUDIO HANSA

September 2022

- Assisted in studio as a Runner for a 2-day shoot for a Primark educational how to sow video for their social media campaign.
- General runner responsibilities including running errands, helping DOP set up/de-rig and assisting on set.

PREVIOUS EMPLOYMENT:

NEW BUSINESS DEVELOPMENT EXECUTIVE | TALKTALK PLC

March 2019-May 2022

- Liaising with and building a rapport with potential customers in order to secure new business sales, providing end to end sale process engagement
- Dealing with tricky situations and customer complaints
- Liaising with internal departments including operations and credit control, dealing with queries/complaints and helping fulfil orders smoothly
- Consistently hitting sales revenue targets set for the overall year to date results working hard to ensure consistency and customer satisfaction

BUSINESS DEVELOPMENT EXECUTIVE | CAPITA**October 2016-Feb 2019**

EDUCATION**The University of Huddersfield (2011-2014) BA Hons in Drama and Theatre Studies.****References available upon request.****This CV may be kept on file and distributed for employment purposes.**