

Sarah Watson

Based in Torquay

Devon

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Full Driving License no restrictions or points

Job History

Runner/Driver – BBC Daytime Drama 'The Coroner'

28/04/2015-31/05/2015

- Driving Artistes and Crew from home/hotels to unit base and locations
- Assisting the AD team on set
- Assisting the artistes as and when necessary
- Crowd control, locking off locations
- Looking after supporting artistes, acted as additional 3rd AD on large crowd day looking after 80 SA's
- Organising and assisting artistes and SA's through make-up and costume
- General help with crew as and when required

Runner – TV Sitcom Pilot

30/03/2015-1/04/2015

- Assisted the crew with props and costume
- Assisted the Director and DOP as and when needed
- On set stills photographer
- General help on set, setting up, transporting of equipment, ordering of food etc
- Also acted as a supporting artiste

Administrative Assistant to Freelance Cameraman

01/14-ongoing

- Assisting client with diary management including travel arrangements-booking hotels, parking etc.
- Raising invoices and chasing late payments
- General admin assistance with receipts and expenses
- Helping client with networking and social media

Temp Laboratory Assistant - At LGC Forensics via SRG Recruitment

28/10/13-20/12/13

- Temporary Assignment for 6 weeks assisting the staff in closing down their laboratory
- Assisting the staff with ad hoc admin as and when needed including the scanning and archiving of confidential paperwork and the use of excel databases.
- Laboratory work including temperature monitoring, cleaning, glassware cleaning, Pipette calibration and specimen inter-lab transfers.

Temp Assistant UK Customer Services Coordinator - Concha Y Toro, CYT-UK

07/2013-09/2013

- Assist Customer services in receiving orders via fax, email and phone; add correct product codes to orders ready for input onto SAP working to very tight deadlines.
- Raise orders for processing on SAP, high attention to detail needed to observe correct quantities, product codes and shipping instructions, prepare excel files of daily orders to be sent to the warehouse.
- Liaise daily with the warehouse, bottling plants and Haulage Company regarding stock and delivery issues
- Liaise with customers via phone and email, inform them of shortages or delays and assist in finding missing deliveries and stock sometimes involving a large amount of detective work!
- High level of customer service needed, especially when dealing with missing stock/deliveries and other complaints.

Year Contract, Senior Clinical Trials Assistant - Oxford University Hospitals, NHS 05/2012-05/2013

- Providing core support to the clinical trials team, communicating with investigators, researchers and sponsors during set-up and running of trials.
- Database management, invoicing, organising of office and projects as they arise.
- Allocated technician role-compliance checks on allocated studies involving cross checking of data on numerous studies at one time.
- Ordering and receiving of trial drugs, checking of stock levels, returning of drugs and destructions, always ensuring paperwork is up to date, exceptional eye for detail needed as mistakes could result in incorrect trial data and patients being removed from trials.
- To be the first point of contact for the trial office and to personally assist the manager.

Veterinary Receptionist/Secretary - Raddenstiles Veterinary Surgery 11/2008-03/2012

- General reception duties such as taking payments, cash handling, reconciliation's, excellent level of customer service, making appointments, handling of complaints- and other admin duties as required including the in house running and selling of the Healthy Pet Club, a monthly payment scheme devised to help save clients money and spread the cost of routine treatments.
- Promotion to secretary to the clinical director, this involved organising the director's diary and organising projects/promotions as they arise, filing and organising of mail.
- I initiated an office recycling scheme and was in charge of the National Vaccination Month (NVM 2011) offering clients a reduced rate vaccine, where we placed 5th in the country and saw 92 clients for vaccinations compared to 28 in 2009.
- Nominated for Pet Plan 'support staff of the year' award 2012
- Acted as upgrade assistant when our computer system was upgraded, this involved liaising with support staff and the regional director and teaching my-self the new system before then teaching the rest of the team

Waitress - The Devon Dumpling 12/2005-05/2008

- Serving customers meals and clearing tables
- Keeping kitchen and dining areas clean and tidy-high level of hygiene
- Dealing with any complaints

English Language Teacher - EF language school 02/07/07-20/07/07

- Taught a three-week English language course to European students
- Taught a class of 15 students on my own which required a high level of confidence and patience

Education:

Open University

- Access to Science, Technology and Maths Module, Distinction 2014

Westland's Bilateral Secondary School 1994 -1999

- GCSE English B
- GCSE English Literature C
- GCSE Maths C
- GCSE Double Science C, C