

Annabel Hodgkinson

BRISTOL

18/01/91

annabel_hodgkinson@outlook.com

07446219510

Full clean UK Driving License with own vehicle

KEY SKILLS

- Proficient in Word, Excel and other MS programmes
- Proficient in Photoshop and Final cut Pro
- Excellent communication and interpersonal skills
- Good time management skills and ability to prioritise tasks effectively under pressure
- Can work confidently independently or as part of a team
- Thrives on being in a creative environment
- Graphic Design
- Co-ordinating all Graphics for shoot
- Photoshoot experience
- Sourcing of props and materials
- Experience with set dressing and construction
- Assisted and acted as Standby Art Director
- Organising data and logging amendments
- Experience with Product Placement
- Breaking down scripts

EMPLOYMENT HISTORY

Petty Cash Buyer - Fudge Park Productions, ILL BEHAVIOUR Bristol (Nov 2016)

- A step up into a buying role
- Helped in the choosing of action props and smalls
- Aided in the dressing of sets, and entrusted to dress alone
- Kept track of expenses and budgeting

Art Department Assistant - Endemol, Bandit Television, DELICIOUS Saltash, Cornwall (June - Sept 2016)

- Helped with petty cash buying and the sourcing of props
- Contributed to the making of graphics
- Assisted on set with Standby Art Director and Dressing Props
- Researched references for set designs
- Entrusted to recce locations independently

Assistant Art Director - Great Western Features, THE COMIC STRIP **PRESENTS: RED TOP**

Plymouth, Devon (Sept - Oct 2015)

- Contributed in the hiring and buying of props and sourcing of materials
- Assisted with set dressing and constructions and background graphics
- Created Graphic breakdowns and spreadsheets to input and organise data

Graphics Co-ordinator/ Art Department Assistant - BBC, THE CORONER
Totnes, Devon (March - Aug 2015)

- In charge of overseeing all Graphics, setting briefs for Graphic Designers and designing many myself
- Importing graphics onto electronic devices i.e mobile phones
- Assisted with set dressing, sourcing of materials and props
- Dealt with product placement companies
- Filing and organising of important documents

Sales assistant/ Photographer - EAST OF HERE, Interior Design Shop
Penzance, Cornwall (Dec 2013 & Dec 2015)

- Assisted the owner with the design of the shop
- Have photographed products for the website on two occasions
- Successfully made sales and dealt with customer queries

Gallery/ Personal Assistant - GINA'S ART STUDIO
Polperro, Cornwall (May - Sept 2012) (May - June 2016)

- Selling work, building relations with Artists
- Cashing up and stock checking at close of business
- Handling the layout and maintenance of the shop
- Sold my own work within the premises

EDUCATION

BA Hons Fine Art (2:1)
Southampton University,
Winchester School of Art, Winchester, Hampshire
2010-2013

Art and Design Foundation Diploma (Pass)
Falmouth University, Falmouth, Cornwall
2009-2010

A' Levels	English Literature	B
Truro College, Truro, Cornwall	Graphic Design and Illustration	A
2007-2009	Human Biology	C
	Medieval History	C

REFERENCES

Abbie Bellwood, Art Director:
Phone: 07966657192 Email: abbiebellwood@gmail.com

Other references and additional employment available on request.