

Hannah Jones

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PROFILE

I am currently studying Film and Television Studies at Leeds Trinity University and seeking a work placement between 18th April – 28th May. I am a productive and reliable individual who has excellent people skills and experience within the film industry. My end goal is to become a screenwriter but I wish to expand on my insight into the production side of the film/television industry to gain as much knowledge as possible.

KEY SKILLS

- I am fluent and fast typer, which I received training for at the age of seven. My typing ability is a great skill to have for my writing and for copying up important documents and sending them by email.
- I can work all programs within Microsoft Office and work produced on said software is always to a high standard. This can be useful for presentations, any word processed documents and databases.

WORK EXPERIENCE

Production Assistant | Sic Infit Productions

May 2015 to Jul 2015

Sic Infit Productions is an independent film company which is based in central Manchester. Their aim is to recruit new talent and give up and coming filmmakers the chance to make their dream projects a reality.

- Attending and being alert in company meetings
- Taking care of actors who came to audition for projects
- Sorting out scripts and CV's of actors for the director and writers
- Filming auditions and organising them into folders
- Monitoring the clapperboard on set
- Monitoring the sound on set
- One of my main achievements during this placement was working well with fellow crew members on set, a fundamental part of filmmaking is making sure you can work in a team to achieve the common goal, which I believe I did.
- I also made sure that all actors who came to audition for various roles were made as comfortable as possible, which I did by being emphatic towards them as I was knew to the company as well
- I had also never used a clapperboard or monitored sound before the placement, something which I feel more than confident to do now

Christmas Customer Care Assistant | Marks and Spencer

Oct 2014 to Dec 2014

Marks and Spencer have over 700 stores in the UK alone, with over 400 placed internationally. They specialise in food and clothing items, and have over 85,000 employees.

- My main responsibilities while working for M&S were to greet customers in a polite and friendly manner as they entered and left the store, assisted customers in the changing rooms which required me to stay calm at all times during busy periods, work on the tills making sure that the customer was satisfied with their purchases and making sure prices were correct, as well as maintaining the shop floor as a clean and safe place for all customers.
- One of my most credited achievements which my employees praised me for was my considerate attitude towards customers, which I gained a "spotlight" note for, which is given to employees who have particularly stood out to the management team as making a special effort to engage with customer service.

- I was also given credit by one employee for making a particular section of the shop floor clean and tidy which benefitted the customers as well as staff.

EDUCATION & QUALIFICATIONS

Leeds Trinity University - Bachelor's degree Film and Television Studies 2017

During my first semester at University, I was part of a TV Production Team, where we were given the task to perform a ten minute studio based programme of our choice. After deciding on choosing local news as our choice of programme, I was in charge of the auto-cue system. This involved typing up drafts of the script to rehearse, as well as the final piece. It also meant I had to be constantly alert while the programme was on air, as I had to use the auto-cue scroller to keep in time and rhythm of the presenters who were delivering the script to camera.

More recently in semester two, as part of my Professional Development module, we were put into small teams of no more than six to create a film on effective listening skills. I appeared within the film itself and was also given the role of editing the final piece.

My creative writing skills have also been developed through my Screen Character module, as we had to create a character based on ourselves and use the model of Carol S. Pearson to interact and develop our creation.

Carmel College - A Level Film Studies (A), English Literature (B), Media Studies (B) 2014

My time at Carmel was not only enjoyable, but life-changing. Studying Media and Film opened up the doors to my desired career, and with the support of tutors this dream was realised. I got to work with professional camera equipment and editing suites, as well as exploring the theoretical side of both courses which I immensely enjoyed. My further study in English Literature challenged my analytical skills to the maximum, but now I am more than confident to study any text and give my own interpretation to it, and my reading list was also greatly expanded.

Broughton Hall High School - GCSE English Literature (A), English Language (B), Religious Education (B), Mathematics (C), History (C), ICT (Distinction), Applied Science (Pass), Graphic Design (Pass)

2012

My time at Broughton Hall gave me many transferable skills that are relevant today and for all my life. Studying English engaged and opened up my analytical skills for the first time, as well as my passion for creative writing and reading. Religious Studies allowed me to explore and challenge my own beliefs as well as those of others from all types of ethnic backgrounds. ICT vastly improved my typing and editing skills which will be and are extremely relevant for my chosen area of study and career path.

REFERENCES

Anna Casey | Projects Assistant, Tyneside Cinema

Paul Murrow | Tutor, Carmel College