

James Hepworth

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Profile:

I am a versatile and hardworking individual with a history in theatrical production, event management alongside a working history of administrative, client facing and business to business roles. I pride myself on my attention to detail and my ability to pick up new skills and ideas quickly and efficiently. I am unafraid to ask questions to ensure that my work is accomplished in the best way possible, but I do not ask the same question twice.

As a member of a team, I am willing to voice my own opinion but do so without ego; quite happy to take the best solution whomever might raise it. Simultaneously, when required, I am more than happy to take instruction and to work cohesively under the management structure.

I am most at home in creative development and production. That can be under various guises including marketing, event planning, public relations and writing to and for a specific demographic or audience.



Education & Qualifications:

Diploma of Higher Education	Newcastle University	2013
A levels: Politics, Biology, Chemistry, Physics	St Peter's School, York	2009
GCSEs: 10 (4A*, 3A, 3B)	St Peter's School, York	2007
New CLAIT Computer Literacy	St Peter's School, York	2007
Full Driving License		2008



Employment History:

2013 – Present	Self Employed	Actor, Writer and Director
2015	GCSE Pod	Consultant
	· Ensuring teacher set questions had correct answers in several subject areas	
	· Mapping questions to appropriate topics for pupil use	
	· Working from home relying entirely on my own time management	
2014-2015	Last Night of Freedom	Operations Executive / Sales team member
	· Dealing with bookings both pre- and post-sales	
	· First point of contact of time sensitive difficulties in various European locations	
	· Contract negotiation with previous and new suppliers across Europe	
2014	St Peter's School	Drama Teaching Assistant and Consultant
	· Teaching 14-18 year olds techniques to pass practical drama examinations	
	· Assistant director of pupils' production of Alice in Wonderland	
	· All A level students under my instruction received an A grade	
Previous Work	York Sports Club	Bar Staff
	Herbert Todd and Son	White goods Deliveryman
	The Samsun Hostel and bar	Night Porter and Security
	Lupton Fawcett Denison Till	Part-time Receptionist / Office Administrative Assistant
	Wilberforce Trust	Volunteer with blind and severely handicapped

Professional Development:

- Executive Committee member of Newcastle University Theatre Society – day to day running of 300+ member society including all theatre productions, social events and fundraisers
- Prefect at St Peter's School – leadership position within in the school including team building and management tasks
- Cadet Colour Sergeant within CCF – leadership qualities alongside military discipline, personal fitness and weapons handling
- Vice-Captain of Cricket

Core Skills

- Instinctive understanding of a target audience
- Excellent command of both spoken and written English
- Strong in the field of logical reasoning
- Highly web and computer literate
- Confident in both client facing and professional environments
- Pragmatic and adaptable
- Pick up new skills easily and quickly

References Available on Request