

Krystle Barkway

Production Assistant

(Manchester Based)

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Whilst working at Creative England I was fortunate to work across the digital and media sector, engaging with companies, working on a number of high profile events and managing various projects through the Business Investment department.

I am now seeking to further my career and work as a Production Runner/Assistant which would allow me to utilise and develop my knowledge within media production, whilst applying the key skills and experience I've gained through my administrative/PA background.

SKILLS/KNOWLEDGE:

- Diary Management
- Event Management
- Coordinating corporate travel; rail, air, accommodation & car hire
- Preparing and distributing briefing notes, call sheets, scripts & confidential documents
- Sourcing and securing locations
- Computer literate with vast experience using Microsoft Office software programmes, particularly MS Word, Excel, Outlook and PowerPoint
- Editing experience (Final Cut Pro)
- Currently in the process of learning to drive

PRODUCTION EXPERIENCE (UNPAID):

Promotional

- Newcastle Falcons Rugby Club, Production Manager, September 2013
- House of Trixie Blue, Producer & Editor, August 2013 - October 2013
- Hebburn Charity Gala feat Jason Cook, Editor, July 2013 - August 2013
- Baltic Centre Event, Production Manager & Editor, December 2012 - February 2013
- Evolution Festival, Production Manager & Assistant Editor, April 2012 – June 2012

TV Drama

- Vera, ITV Locations Dept, Work Experience, November 2011 - December 2011

Documentary

- Newcastle Council 'Tackling Anti Social Behaviour' Production Manager & Editor, September 2013 - December 2013
- Live Theatre, Assistant Camera Operator & Editor, September 2012 - November 2012
- Olympic Torch Relay (Newcastle upon Tyne) Production Manager & Editor, March 2012 - July 2012

OTHER RELEVANT EXPERIENCE:

Project Coordinator (December 2014 to March 2016)

Creative England, The Greenhouse, MediaCityUK, Salford M50 2EQ

Duties:

- Managing the administration of multiple projects delivered through the Business Investment department
- PA to the Director of Regional Partnerships December 2014 to December 2015
- Senior Coordinator leading on Creative England's 1.5 million Interactive Healthcare Fund partnered with various NHS organisations including the Heart of England Foundation Trust
- Developing, maintaining and managing relationships with key contacts related to each project
- Working closely with the team to ensure procedural compliance, effective administrative procedures and accurate record keeping in line with funding guidelines
- Strategically planning and executing high-end events across the country, working alongside various partners and stakeholders
- Managing event guest lists, distributing invitations and monitoring RSVP's
- Agreeing promotion plans and preparing marketing material for each event to ensure successful attendance/reach
- Coordinating venues, travel, accommodation and catering

Administration Assistant (30th June 2014 to December 2014) Bupa, Anchorage Quay, Salford Quays, Manchester M50 3XL

Temporary Administration/Reception (23rd May 2014 - 27th June 2014) Brook Street (UK) Limited, 55 Spring Gardens, Manchester M2 2BY

Travel Coordinator & Personal Assistant (April 2010 to January 2014) Newcastle City Council, Civic Centre, Newcastle upon Tyne NE1 8QH

QUALIFICATIONS:

Northumbria University Film and Television Production (BA Hons)

Northumbria University (September 2013 - April 2014) Grade: 2:1

Television and Media Practice (Foundation Degree)

Newcastle College (September 2011 - April 2013) Grade: 70% Distinction

Media Studies & Information and Communication Technology (A Level)

Cator Park Sixth Form College (September 2001 - July 2003)

REFERENCES: Available on request.