

ANNETTE NKWOCHA

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Personal Profile

An organised, reliable and creative Media and Communications Graduate with experience providing administrative and business support in television, radio, digital and advertising. I am reliable and enjoy finding solutions that ensure things run efficiently. I am confident and build a good rapport with people on a range of different levels, including contributors and colleagues. I am keen to expand my skills in Production and passionate about great content both broadcast and online.

Credits

Day Runner (Talent) -
Somethin' Else 'Guitar
Star Acoustic Heats' Jun
2015

Guitarist Talent Contest
Broadcast on Sky Arts

Day Runner (Production)-
Somethin' Else

'Guitar Star London
Auditions' May 2015

Guitarist Talent Contest
Broadcast on Sky Arts

Runner - Somethin' Else
'10 Pieces II' Sep 2015

BBC learning iPlayer content that
aims to get 7-11 year olds
interested in classical music

Runner - Somethin' Else
'Of Mice and Men Live
Session' March 15

Live recording of a session for
The Rock Show on Radio 1

Education

University of East London
2011-2015

BA Media Studies (2:1)

Bullers Wood School for Girls
2009

A Levels - Business Studies,
Drama, French

Leigh City Technology

College 2006

GCSE - 13 GCSE A*-C

passes including English and
Maths

Further

Training

Bloomberg Journalism

Master class

1000 Londoners video

documentary course with

Ideas Tap

Avid Media Composer

Foundation

Hobbies &

Interests

Film and Digital

photography

Leading and teaching a
children's choir

Volunteering at Arts Events

and Film Festivals such as

Fringel Film Fest

Key Skills

- Good telephone manner
- Able to handle client interactions with a high standard of efficiency, accuracy, and consistency and able to deal with people of different levels
- Experienced with cash handling
- Advanced Microsoft Office
- Comfortable with both Windows and Mac operating systems
- Competent at organising travel, including booking flights, hotels and taxis, for freelancers, talent and Company Directors
- Able to plan a wide range of events, both internal and external
- First aid trained
- Confident with Adobe Photoshop, Premier and Audition
- Experienced at Diary management

Experience

Various companies

Oct 2015 - Present

Temp Receptionist

- Providing temporary reception cover for companies including Manning Gottlieb, Landor Associates and Double Negative Visual Effects
- Organising visitor Access and security passes
- Working with different switchboard systems
- Booking and setting up meeting rooms

Hogarth Worldwide

December 2015

Transcreation Admin Assistant (Temp)

- Providing support for account managers of large clients including Pfizer and Novo Nordisk
- Sourcing images for use in apps and print materials
- Sending amendments to the studio for implementation and to clients for approval

Somethin' Else

Mar 2015 - Sep 2015

Office Runner

- Front of house duties, lunch and holiday cover of the reception desk
- Creating and updating Crew and Talent databases
- Ad hoc running on shoots and radio sessions
- Setting tasks and coordinating interns and work experience candidates.
- -Runner and proofer on the Weekly audio edition of the Economist
- Ordering and raising purchase orders for locations, event venues, research materials, stationary and equipment amongst other thing
- Looking after petty cash
- Involved in planning a range of events, including company away days, client parties and meetings

Arris Technology

Sep 2014 -Mar 2015

Office Assistant

- Researching and booking suppliers
- Answering phones and taking messages
- Welcoming guests and booking meeting rooms
- Managing post
- Filing
- Organising pitch documents and marketing assets

Various Companies

October 2011 - April 2013

Waitress, Retail & Bar Staff

- Serving food and beverages on concessions stalls at in restaurants large venues and events
- Working as a cahier and reconciling tills
- Companies include the Compass Group at the O2 and Twickenham the Marriott Grosvenor Square and Yo! Sushi

Work Experience and Volunteering

Camberwell Studios

Dec 2014

Work Experience

- Organising lunches and refreshments
- Helping set up and providing general assistance on shoots

WORLDbytes

Mar 2012- Apr 2012

Volunteer Crew

Working with an online television channel of the educational charity WORLDwrite

- Pre-production Research and Location Scouting
- Sound recording and boom operation
- Camera operation

vinspired Lake of Stars Festival

Jun 2010 - Oct 2010

Marketing/Promotions Intern

- Social Media and Email marketing
- Artist liaison and hospitality before and during fundraising events.