

PERSONAL STATEMENT

Currently working as runner and driver. Primarily interested in post production. BA Hons and an HND in media production and committed to a career in the digital entertainment industries. Seeking positions that will be learning opportunities and to develop my skills. Ten years' experience in Service, Sales and Coordination roles.

TECHNICAL SKILLS

Experienced at Adobe Premiere, Audition, Photoshop, SpeedGrade, Final Cut Pro, Microsoft Office Suite, Windows; 95, XP, Vista, 7, 8, 10, OSX and Ubuntu. Generating and pitching story ideas, writing, storyboards, logging, editing, basic photography, basic graphic design, basic website design and database management.

MEDIA PRODUCTION EXPERIENCE

2016 - June (ongoing): [V.I. Rental](#)

- Driver, delivering and collecting production equipment
- Professional, customer facing role

2016 - May: [Being Keegan Teaser Trailer](#)

- The project has already picked up Trailer Of The Week from AWARDEO, Shortlisted for Project Of The Week by INDIEWIRE and shortlisted for a Screen Craft production award
- Production Assistant/Runner/Driver

2016: **Personal Project**

- Wrote, filmed and edited a series of short videos to be hosted on my website for potential employers
- Designed and built a website to host new videos for potential employers

2006 - 2009: **Media Production Student BA Hons**

- Wrote, filmed and edited a short film using stop motion animation for dissertation/final project
- Worked in various roles for academic projects; including writer, director, producer, camera person, production sound mixer, best boy and editor, for three years

2004 - 2006: **Media Production Student HND**

- Directed an internal training video for the British Army
- Camera operator and editor on video commissioned for the NHS to be used to encourage the public to attend meetings and get involved with community support for their local NHS authority
- Worked in various roles for academic projects; including writer, director, producer, camera person, production sound mixer, best boy and editor, for two years

EMPLOYMENT HISTORY

Service Coordinator & Sales Administrator, West Technology Systems Ltd, 22/04/14 - 22/11/15

- **Schedule service work:** Maintain meticulous records of service work for invoicing purposes and proactively chase leads to schedule future service work
- **Organise call out support:** Provide emergency support, organising engineers to provide same day on site solutions to a national customer base
- **Coordinating Service Department:** Managing engineering staff and workload to maximise efficiency
- **Communicating status of service work to customers:** Keeping clients up to date to avoid incoming requests for status updates
- **Liaison/solution design:** Liaising with clients and manufactures to develop bespoke design solutions
- **Sales reports:** Monthly production of reports for manufacturers for whom we were distributors
- **Offline and online database management:** Updating internal customer, product and stock databases
- **Hire/loan equipment management:** Management of hire & loan stock to provide equipment to customers

EDUCATION

2006-2009: Winchester University, BA Hons Media Production - 2.1

2004-2006: Bath University, HND Media Production - Distinction

1999-2001: St Brendan's Sixth Form College, 2 x A-Levels & 2 x A/S Level

1994-1999: St Mark's COE School, 10 x GCSE