

- Setting up and taking minutes in meetings and conference calls
- Designing and printing small event material including invitations, posters, cards and mugs using Adobe Photoshop

BBC

Talent Runner

August – October 2014

- Liaising with and assisting main talent and contributors
- Aiding the Floor Manager with communicating running order and schedule changes

BBC

Production Runner

July – September 2013

- Researching audience viewing, competition content, collating evidence and interviewing experts for programme proposals
- Organising content for and attending target audience sessions at schools
- Setting up and completing recesses

BBC

Floor Runner

May- June 2013

- Supporting the AD team to ensure call sheet is adhered to
- Assisting talent and contributors and calling to set
- Interacting and escorting child actors and chaperones.

BBC

Work Experience

April – May 2013

- Assisting Production Management and Editorial teams to develop potential CBeebies programming.

NANDO'S CHICKENLAND LTD

(Seasonal)

July 2010 – September 2012

- Excellent communication for providing great customer service, dealing with complaints whilst working under pressure and handling cash.
- Experience of training new employees in customer service

First Image Promotions Ltd.

(Part Time)

March 2007 – July 2010

- Creating and management of various website, administration and financial tasks
- Gained Adobe Photoshop experience through manipulation of photographs and web images

Education

September 2010 – July 2013

The University of Leeds

BA Television Production

1st Class

September 2007 – June 2010

Fort Pitt Grammar School Sixth Form, Chatham

A-Level: English Literature (A), Business Studies (A), Film Studies

(A), History (B)

September 2003 – July 2007

Fort Pitt Grammar School, Chatham

GCSE: 2 A*, 9 A, 1 B

Skills

- BBC training including Working with Children, Safeguarding Management of Productions, Post Production Paperwork
- BBC Systems: Finance (SAP, Smartbook), P4A, Booking systems
- Proficient in Microsoft software, Final Draft, Adobe Story and Adobe Photoshop

References upon request