

## **VIKKI MARTIN**

3 Yewbarrow Close, Astley, Manchester. M29 7GA

Telephone: 07540093031

Email: [vikki.jane.martin@gmail.com](mailto:vikki.jane.martin@gmail.com)

### **PROFILE**

A highly motivated Broadcast Technologies Graduate looking to gain a position that would lead to a career in the media within Production Management. Very organised, committed and reliable with stamina and determination and the motivation to succeed. Excellent communications skills across all media with a good attention to detail. Personable, friendly and helpful, willing to lend a hand to get the job done and work flexibly to meet the needs of the business.

### **KEY SKILLS**

- Experience with handling and clearing cash floats
- Great team work skills; capable of working on many projects within groups and in the work place with other employees; efficient with a calming and reassuring personality which helps to achieve objectives and develops a good team ethos
- Post Production paper work, experience using Silvermouse
- Creative and enjoys sharing ideas and knowledge with other team members to share and develop good practice
- Good leadership skills, which have been proven when given the role as a floor manager of a project; ensuring everyone was carrying out the right work and in the right position in the studio; also helping members of the team when they are struggling
- Excellent problem solving skills, able to use initiative and communicate effectively
- Excellent ICT skills, confident using Microsoft office and a variety of Adobe programs

### **MEDIA WORK EXPERIENCE & EMPLOYMENT**

*ITV Studios*

Oct 2015 – Dec 2016

#### **Production Secretary – Judge Rinder**

Fast paced working environment, preparing for each show. Communicating with guests and talent to arrange travel and accommodation. Liaising with Producers and Researchers. Coordinating movement of the days in studio and directing runners with jobs for the day. Interviewing candidates for new runner roles. Managing cash floats. Post Production paperwork, completing and submitting sheets on Silvermouse.

#### **Runner – Crown Court (Pilot)**

One day running errands for the cast and crew on location for a drama pilot. Assisting on set and going off location to pick up items they need. Looking after cast, ensuring they had drink and food throughout the day.

#### **Edit Coordinator/Clip Viewer – You've Been Framed!**

Working closely with the Producer and Editor to manage the clips during edit. Updating and developing spreadsheets. Responsible for managing clips and ensuring they are cleared before making the edit. Liaising with researchers to make sure their clip packages are suitable. Contacting clip owners via phone/email/letters. Organising show listings and checking they match the show. Sending out acknowledgment/rejection/shortlist letters. Prioritising work flow so important deadlines are met. Receiving mail and replying to correspondents. Using own initiative to make a decision on the clips. Preparing clips for researchers to use in future shows.

