

Emma Gibbon

Mobile:07415915700 **Email:**emmagibbon1991@gmail.com

A confident communicator with experience of working in fast-paced environments, engaging effectively with contributors and producing content for independent briefs. Based in Manchester, I am a vibrant creative with a passion for learning and working with people.

Media Credits

WARP FILMS

Production Assistant (Internship)

June 2017 – July 2017

Tasks and Responsibilities:

- Creating and completing production call sheets and health and safety risk assessments.
- **Monitoring Three Mailboxes:** resolving queries swiftly by responding to email enquiries and forwarding correspondence to either film, television or records inboxes.
- **Onset Assistance:** general runner duties included prop buying, paperwork delivery, and refreshments purchasing.
- Answering all telephone enquiries.

FILM: PARADE

OPEN PALM FILMS [London]

Production Runner- Floor and Driver

May 2017 – June 2017

Tasks and Responsibilities:

- Driving Cast and Crew between hotels, production bases and filming locations daily.
- Delivering Editorial Rushes from the Camera Department onset to Production Base Editing Suites.
- Assisting the Art Department with Set Dressing.

Locking off public spaces during filming.

STOP THE TRAFFIK

Researcher

April 2016-July 2016

Tasks and Responsibilities:

- Securing recorded interviews and locations while liaising with contributors; locations secured include Manchester Airport. Interviews secured include Greater Manchester Police.
- Lighting, Boom Operator, and Camera Op/ Assistant Duties whilst filming interviews and short drama narratives.
- Editing footage to create online content to be distributed across the charities social media platforms and to be used as a training tool for Border Force Agents at Manchester Airport.

EDUCATION

- **MA Media Production: Television Drama**
- **BA (Hons): Media and Performance 1:1**
- **British Computer Society: Infrastructure Technician (BTEC Level 3) Distinction**
- **7 GCSE'S A-C**

PROFICIENCIES/TRAINING

- **Microsoft: Excel, Word, Exchange Admin and PowerPoint.**
- **Full UK Driver's License**
- **St Johns Ambulance certification: Emergency First Aid (2019)**
- **St Johns Ambulance certification: Fire Marshal (2018)**
- **Microsoft Training Associate: Mobility and Devices Fundamentals**
- **Microsoft Training Associate: Cloud Fundamentals**
- **Microsoft Training Associate: Networking Fundamentals**
- **British Computer Society: Business Process (Level 3 Award)**
- **British Computer Society: Coding and Logic (Level 3 Award)**

Relevant Work History

AUTOTRADER

Technology Support Engineer

Start date: May 2018

Tasks and Responsibilities:

- Providing Technical Support to internal Events, with projectors, microphones and mixing desks.
- Filming and assisting the delivery of internal company webinars on an ad hoc basis in our central London office.
- Providing 1st and 2nd Line Support to company employees by assisting help desk walk ups and answering incoming calls made to a dedicated IT helpline during business and unsociable (on-call) hours.
- Using vFire (ticketing system) to monitor and action service requests from users across the business, in a timely efficient manner.
- Managing Cloud Services such as Azure, Intune and Exchange servers across a hybrid infrastructure; to administer group policy, migrate mailboxes and provide a MDM solution for corporate and personal assets.
- Troubleshooting hardware and software faults using tools such as Remote Desktop, Active Directory, Command Prompt, Powershell, Terminal, Jamf and Ivanti Service Manager.
- Conducting Laptop and system inductions with employees new to the business.

AUTOTRADER

Front of House Executive/

Administration Coordinator

July 2017-May 2018

Tasks and Responsibilities:

- **Conducting Right to Work Employee Checks:** Distributing communication to all staff and scanning their eligibility to work in the UK documents in adherence with Home Office Guidelines.
- Providing Ad Hoc Administrative support to all areas of the business when required.
- **New Starters Inductions:** Conducting Office Tours and Health and Safety briefings to all New employees on their first day of joining us.
- **Monitoring a Concierge Mailbox:** Resolving issues swiftly by responding to email enquiries.
- **Raising Purchase Orders:** Using department cost codes to pay invoices.
- **Post room:** shelving post and parcels appropriately, using a franking machine to send outgoing mail first class, international or recorded delivery.
- **Meet and Greet:** Engaging with all external clients as they enter the premises and supporting the delivery of our Discovery Days.

AUTOTRADER

Data Integrity Analyst

September 2016- May 2017

Tasks and Responsibilities:

- To use Excel efficiently to collate data and produce Pivot Tables to accurately inform business processes.
- To validate and investigate Autobiz data and account applications using Data Governance procedures to determine if a dealership can join the company as a customer.

References available upon request.