

# LEAH NEEDHAM



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I am a creative professional with a First Class Honours degree in Television and Set Design. Following a break during the Coronavirus pandemic and the opportunity to develop my administrative experience, I am keen to resume a practical, creative role and demonstrate my skills. My previous employment has included craft skills, painting and model making; working with different materials to create sculptures and sets used in national promotional campaigns and TV shows. Throughout my degree and career, I have worked on projects from initial briefing through to completion; producing AutoCAD technical drawings, scale card models and concept art as well designing, building and painting scenery pieces.



## **WORKSHOP ASSISTANT**    *THE CLASSIC PROP HIRE COMPANY | OCT 2021*

Repaired and maintained props and furniture supplied to the film and television industry, using a broad range of construction techniques and materials.

- Restored leather and wooden furniture; sanded and stained furniture.
- Prepared and cleaned metal furniture; cast resin.
- Worked with fabric, hand sewed and operated industrial sewing machine.

## **WORKSHOP ASSISTANT (CASTER)**    *CIRCULUM SCULPTURE | SEP 2021*

Created resin cast sculptures and interior design products.

- Performed resin pour casting into rubber moulds.
- Operated sanders, linishers, angle grinders and Dremels.

## **DATA ENTRY ADMINISTRATOR**    *ALCURA | FEB 2019 - FEB 2021*

Part of a Homecare Pharmacy team; responsible for the production of address labels for deliveries of medication and medical equipment to homes, hospitals and pharmacies.

- Produced accurate labels, spreadsheets and tables of information using Microsoft Office and online databases.
- Followed existing processes and modified label layouts according to specifications.
- Communicated with a team to prioritise, co-ordinate and organise workload.
- Liaised with management, colleagues, other departments and external contacts.

## **RECEPTIONIST/TELEPHONIST**    *ASCENDANT RECRUITMENT | SEP - OCT 2018*

Worked as an Agency Temp at Abington Park Veterinary Surgery and Guy Salmon Jaguar.

- Maintained the condition of the showroom and organised supplies.
- Booked appointments using the computer database and updated database details.
- Answered emails, answered the phone, took messages and transferred calls.

**SCENIC ARTIST** *BAY PRODUCTIONS | JUN 2018*

Assisted with the construction and painting of Theatre and Opera sets.

- Performed colouration of scenery pieces using existing processes.
- Mixed and colour matched paint based on instructions and existing pieces.
- Sanded scenery pieces using random orbit sanders; mixed and applied filler.

**CUSTOMER ASSISTANT** *TESCO | JUL 2017 - JUN 2018*

- Served customers, handled enquires and displayed stock.
- Communicated with the team to co-ordinate the timely completion of tasks.
- Operated the till, lottery and parcel machines.

**MOULDER AND CASTER** *WILD CREATIONS | DEC 2017*

Created sculptures, 3D displays and set pieces for exhibitions, events, television and film.

- Created moulds and casts using resin, fibreglass, silicone and emulsion.
- Measured, mixed and poured silicone and resin to form moulds and casts.
- Cut, applied and sanded fibreglass to produce casts.
- Worked within a team and followed existing processes; worked at a height.

**PROP AND MODEL MAKER** *SPECIALIST MODELS AND DISPLAYS | MAR - JUN 2017*

Created sculptures, models and 3D displays for visual marketing, exhibitions and retail.

- Created moulds and casts of sculptures using resin, fibreglass and silicone.
- Sculpted, cut and sanded wood, metal, foam and polystyrene.
- Operated Dremels, random orbit sanders, belt sanders, jigsaws, drills and hot wires.
- Performed painting and finishing of models.

**GRAPHIC ARTIST** *VIGILOME LTD | DEC 2016 - JAN 2017*

Produced a logo for an independent pharmacovigilance consultancy using Photoshop.

- Modified the design according to feedback and liaised with the Company Director.

**WORKSHOP INTERN** *GRAHAM SWEET STUDIOS | OCT - NOV 2016*

Created decorative polystyrene products for retail, photography, theatre, TV and film.

- Worked with paint, metal, acrylic, glitter and artificial snow.
- Met deadlines of individual production tasks; checked output for high quality finish.

**PRODUCTION TEAM** *BBC | 'THE PEOPLE REMEMBER' | SEP 2016*

- Produced Microsoft Word documents of research regarding topics of history.
- Supported the Production Office team and assisted the crew.



**BACHELOR OF ARTS (HONS):**  
**TELEVISION AND FILM SET**  
**DESIGN**

**First Class Honours**

2013 - 2016

University of South Wales

**A LEVELS:**

**English Literature**

**Fine Art**

**Design and Technology**

2006 - 2013

Brooke Weston Academy

**LEVEL 2:**

**Work Related Education**

**Customer Service**

Jul 2017

Severn Road Educational  
Centre