

VICTORIA JANE EVANS

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PERSONAL PROFILE

I am an enthusiastic, adaptable and self-motivated media professional, a team player with a keen eye for detail and creative continuity. I achieve high standards of work in a pressurised and challenging environment supporting and assisting crew, Producers, Directors and Artists. I am experienced in Stop Motion, 2D and CGI animation production.

EMPLOYMENT

CHF Entertainment – Wilmslow, Cheshire

'Daisy & Ollie' Series 1 & 2	May 2017 – November 2018	Production Manager
'Daisy & Ollie' Series 1	January 2017 – April 2017	Production Coordinator
<ul style="list-style-type: none">Full Production support for crew, Producer and Director on 52 x 7 minute episodes plus 1 x 22 minute special in Toon Boom for pre-school series and promotional material for Cartoonito.		
'Pip Ahoy' Series 3	January 2017 – May 2018	Production Assistant
<ul style="list-style-type: none">Production support on 26 x 10 minute episodes for 2D pre-school series for ITVBe.		

TT Games – Wilmslow, Cheshire

LEGO DIMENSIONS: LEGO Batman Movie Story Pack	February 2016 – December 2016	Cinematic Production Assistant
LEGO Star Wars: The Force Awakens Video Game		
LEGO City Under Cover 2017		
<ul style="list-style-type: none">Production Support for Production Manager, Cinematic Directors and Animation team on main game and DLC Cut-scenes in Maya.		

CHF Entertainment – Didsbury, Manchester

Development	November 2015 – February 2016	Production Coordinator
'Daisy & Ollie' Series 1	May 2015 – November 2015	Production Coordinator
<ul style="list-style-type: none">Pre-Production support on 26 x 7 minute episodes in Toon Boom for pre-school series.		
'Pip Ahoy!' Series 1 & 2	October 2013 – May 2015	Production Assistant
<ul style="list-style-type: none">Production support on 52 x 10 minute episodes in Flash plus 1 x 22 minute special of 2D pre-school series for Channel 5's Milkshake.		

Royal Mail - Westbury on Trym, Bristol / Oswestry, Shropshire

Delivery Office	November 2012 – October 2013	Post Woman with Driving
<ul style="list-style-type: none">Sorting and delivering mail with attention to detail and high standards of customer service.		

Aardman Animations – Bristol

Reception - Gas Ferry Road	May 2012	Receptionist
<ul style="list-style-type: none">Holiday cover on switchboard, greeting crew and visitors working alongside Runners, Facilities department and Security.		
'Shaun the Sheep' Series 3	March 2012 - May 2012	Production Assistant
<ul style="list-style-type: none">Production support for the Production Manager and Producer.		
Commercials Department	February 2012 - March 2012	Production Assistant
<ul style="list-style-type: none">Production support assisting the Producer in commercial and short film production.		

Aardman Features – Bristol

'The Pirates! In an Adventure with Scientists'	August 2009 - February 2012	Story/Edit Production Assistant
<ul style="list-style-type: none">Production support for the Pre/Post Production Manager, Storyboard artists, Editors and film Directors for feature and 'So You Want to Be a Pirate!' short.		
'The Pirates! In an Adventure with Scientists'	May 2009-August 2009	Runner
<ul style="list-style-type: none">Assisted the Production Manager including driving company vehicles to collect and deliver items, office based duties and reception cover.		

Friends and Heroes Ltd. - Cardiff

'Friends and Heroes' Series 2 & 3	July 2007 – May 2009	Production Assistant / Joint Production Manager
<ul style="list-style-type: none">Production support on a 2D/3D 26 x 2 minute episodes for religious based children's series.		

Retail positions - Oswestry, Shropshire

1995 – June 2007

TELEVISION WORK EXPERIENCE

- Wall to Wall, RDF Television, TalkbackThames TV - Manchester, Cardiff and Bristol.** **June 2006 – October 2011**
- Various Runner opportunities on The Voice UK, Dickinson's Real Deal, Britain's Got Talent and The X-Factor.
- Nexuslive.com in partnership with Channel 4 IdeasFactory - Scotland, Edinburgh.** **September 2006**
- Weekend workshops scheduling and producing, Camera operator for report and broadcast of live music show on September 23rd.
- Knew Productions Ltd - Wrexham.** **Various dates 2003**
- Work experience preparing for the visit of BBC Wales Head of Talent and assisting on a corporate video.

EDUCATION

BA (Hons) Media 2:2	Swansea Institute of Higher Education, Swansea, West Glamorgan.	1997-2000
BTEC Nat. Dip. Media Studies.	North Shropshire College, Oswestry, Shropshire.	1995-1997
11 GCSEs	The Marches School, Oswestry, Shropshire.	1990-1995

SKILLS

Communication Skills

- Excellent written, verbal and interpersonal communication skills via telephone, email and Skype.
- Ability to establish effective relationships with a wide range of people.
- Social media and networking.

Organisational Skills

- Time management. Capable of multi-tasking and prioritising work load.
- Ability to work under pressure. Creating and keeping deadlines.
- Ability to work independently and as part of a team.
- Team management and Leadership.
- Office based duties.

IT Skills

- Professional working knowledge of Microsoft Outlook, Word, Excel and Project, Google spreadsheets, Final Draft, Photoshop, Maconomy, Movie Magic, Jira, 5th Kind; Aardman's in-house Asset Management tool.
- Production Management tools for inputting data, uploading boards, and inputting dialogue on the PPMs and for resource.
- Completed Escalla Introduction to Project 2013 Course.
- Competent with Microsoft Windows and Microsoft Office on Apple Macs.

Additional Information

- Adaptability to circumstances and working environments. Can fit into any established team or situation.
- Flexibility.
- Self-motivation.
- A keen eye for creative continuity and attention to detail.
- Creating production lists, maintain tracking sheets, logging tapes and boards and risk assessments.
- Assisting scheduling and transferring to Outlook and Project for crew.
- Tracking status of production and monitoring schedule and priorities.
- Prepping Final Draft Scripts for voice records and updating throughout Production and finalising for delivery.
- Completed Connaught Risk Assessment Course 2010.
- Stock taking, handling petty cash and hospitality.
- Completed OCN Level 1 in Welsh.
- Full, clean driving licence with my own transport.

LEISURE ACTIVITIES

- Cinema going and attending concerts. Paper-crafting and screen printing.

References upon request

<http://uk.linkedin.com/pub/victoria-evans/26/551/796>