

Mei Ling Dyke

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Personal statement

I am creative forward thinking with good intrapersonal skills; adaptable, flexible and passionate about all aspect of television and film production, motivated, organised and detail orientated coordinator with a variety of knowledge and skills to draw upon. I can offer excellent administrative skills, creative ideas, combined with practical planning and production experience. I am educated to a degree level in TV and Radio Broadcasting.

Key Skills

Proficient in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint. Excellent communication and organisational skills.
Video and audio editing software: Final Cut Pro, Adobe Addition, Adobe Premier Pro.
Photographer – freelance: see my work at www.meilingdykephotography.co.uk

Employment History

Extra, Adidas, London

(March 2019)

On set as an extra for an Adidas advert with Madam Ghandi. Learnt and experienced how the production is set up and filmed, from setting up lighting, using different cameras and being on set.

Office Assistant, Next PLC, Newbury

(January 2019 – Present)

Achievements and responsibilities:

Processed and organised parcels, including weekly parcel audit and priority returns, set up shop floor tills and banking, distributed post and stationary, processed expenses weekly and assisted on shop floor when busy.

Learning and Development Coordinator, Viacom International Media Networks, London

(October 2017– September 2018)

Achievements and responsibilities:

Monitored the Learning & Development budget for Channel 5 and MTV UK – responsible for various components within the learning and development team, able to manage budgets and help the company within designated targets of spending and where possible saving money, within the departments and tasks that I was responsible for. This was recognised by the company, as I was trusted to do this with only occasional reporting and consultation with senior management.

Raised purchase orders and set up vendors on SWIM, researched and booked courses, created intranet sites for the Learning & Development department, reporting and prepared presentation slides and administrative support.

Team Assistant / Receptionist, Whynot! Think People Ltd, London

(October 2015 – September 2017)

Achievements and responsibilities:

I was recognised as a responsible researcher, able to give reliable and trusted information for senior management project presentations.

Welcomed guest, managed post, stationary and switchboard, research and prepare for presentations, organised meetings, managed teal travel, processed travel expenses, diary management for the managing director, timesheet uploads into Quickbooks, organised candidate interviews and organised social events for the company.

HR Administrator / Reception Cover, ATG Media, London

(November 2014 – October 2015)

Kerridge Commercial Systems, Receptionist, Hungerford

(February 2014 – October 2014)

Adecco, Administrator – Work Experience, Newbury

(December 2013 – January 2014)

Education & Training

A New Direction: Broadcasting Training *(October 2017)*

Two-week broadcasting training course, including producing a podcast (recording, editing and photography)

University of West London: Ba(Hons) Broadcasting 2:2 *(September 2010 – June 2013)*

Newbury College: Performing Arts *(June 2006 – September 2009)*

BTEC National Diploma: Distinction, Merit, Merit

BTEC First Diploma: Distinction

Hobbies & Interests

I am a freelance photographer and previously commissioned by Sunfall Festival London to photograph the event and attending artists. I am a keen world traveller and like to document my experiences through my photography. I am passionate about music and in the past I have co-hosted and produced shows for the university student radio station and worked as a music promotions administrator for Your Army as well as a promoter for Fabric And Corsica Studios. I also enjoy cycling, swimming and attending the gym.

References

References are available upon request.