




C U R R I C U L U M V I T A E

CERENZA GREEN

Production Assistant

CONTACT

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PERSONAL STATEMENT

I consider myself to be a motivated, creative and logical thinker with great communication skills in any situation.

I am a hard-working and reliable film/tv graduate from the University of Nottingham, where I was a production assistant on various short films.

I am currently looking to bring my creative and organisation skills into new employment and begin my lifelong career within the media production industry.

SKILLS

- Full UK Drivers Licence
- Microsoft Word, Excel, PowerPoint, Publisher
- Adobe Lightroom and Photoshop
- iMovie
- Logic Pro X
- Adobe Premier Pro
- Black Magic Design: Da Vinci Resolve 12
- Avid Media Composer

CREDITS

'A Paranoid Conscience' 2016. Short film. Comedy.

Production Assistant

'Her Secret' 2016. Short film. Drama.

Scriptwriter/Production Assistant

'Against Her Mothers Wishes' 2016. Short film. Drama.

Production Assistant

EDUCATION

University of Nottingham 2013-2016: BA Film and Television Studies, achieved grade (2:1)

St Thomas Aquinas Sixth Form 2011-2013: A Level Media Studies, Business Studies, Music Technology (A:B:B)

St Thomas Aquinas School 2006-2011: GCSE Achieved including English, maths, science and I.T. (10 A*-B)

PREVIOUS EMPLOYMENTS

Double Bay Day Hospital (Sydney) 2018-2019: Receptionist/Administration Assistant

As the first point of contact, my front of house role included overseeing the entire patient journey beginning from data entry, theatre scheduling and admission and discharge procedures using a range of software.

Spire Nottingham Hospital 2017-2018: Financial Business Administrator

Management of all patient, consultant and suppliers accounts within the private hospital, whilst consolidating data, generating invoices, resolving queries and reconciling business accounts. I also headed several employee-based initiatives as well as being the waste management lead and the fire marshal for my department.

The SouthBank City Bar 2013 – 2017: Full-Time Bar Staff

As well as the general bar and restaurant duties, I specialised in the promotion of current products and managing social media marketing. With this, I also managed bookings for regular, large events and pre-orders.

Off to Work Events 2014: Hostess and Silver Service Waitress

Working within large teams to run VIP national events such as the Grand Prix in Silverstone and the Liverpool Golf Open. Whilst hosting and waitressing, I also took part in promotional work for global brands Nikon and Red Bull.