

CLARE James

Runner | Production Assistant

clarejamesfilm.co.uk

Based in Hertfordshire/London

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Graduate with 1st Class Honours in BA Film Production (Screenskills Tick Accredited course) at the University of Portsmouth, with particular interest in Production. I am a driven forward-thinking individual with experience in a variety of roles in film, with experience on both fictional and non fictional productions.

Key Skills

-Experience with Adobe Photoshop, Final Draft 6, MS Office, Movie Magic Budgeting and comfortable with both Mac OS and Windows.

-Competent in Avid Media Composer and Adobe Premiere Pro editing software and experience with Adobe Photoshop.

-Confident shooter using Canon EOS 7D and Canon EOS C300 cameras

-Live studio experience

Industry Experience

Inside Job Productions | Work Experience *Production Assistant* 2019

Spent three days at IJP, a social enterprise production company. I worked on a variety of tasks to support the team, including research, subtitling, editing, sourcing music and reviewing footage. Required attention to detail as well as good communication skills and a willingness to learn new things.

Mavericks 2 | Music Fusion *Camera Operator / Runner* 2018

Working as part of a team to create content for the social media of the client Music Fusion over four dates. I took on various roles, helping to setup and transport equipment, setting up interview shots and being a camera operator. Involved being a good communicator as well as a good listener and having attention to detail.

Student Films/Shows

Director

Rocket Boy (2018)

'Sing Street' Scene

Recreation

(2018)

"Fire Monkey Arts" (2017)

"No6 Cinema" (2016)

Producer

Milo (2019)

Boutique Unique (2018)

Camera Operator

Boutique Unique (2018)

Generation- Live TV Studio

Show

(2017)

Memories (2017)

Vision Mixer

Toyvolution- Live TV

Studio Show

(2018)

Social Media Manager

Milo (2019)

Rocket Boy (2018)

Scriptwriting

Rocket Boy- Co-writer

(2018)

A Change in Tone - Script

project (2018)

Sound Recordist

Mission Informable (2016)

Other Employment/ Volunteering

10/19-12/19

The Works St Albans | Seasonal Sales Assistant

Part time role in a smaller shop and team and therefore involved more responsibilities. Working within a team to restock and label merchandise, advise and serve customers at the till and on the shop floor, maintain presentation and get tasks done by deadlines.

11/18- 1/19

Primark Portsmouth | Seasonal Sales Assistant

Part Time Sales Assistant during the busy Christmas period. This required good communication, attention to detail, working in a team, and problem solving skills.

10/18- 6/19

University of Portsmouth | Events Assistant

Assisting at Open Days and Promotional events on behalf of the Creative and Cultural Industries Faculty. Involved initiative and good verbal communication.

7/17, 6/18, 6/19

St Albans Film Festival | Volunteer

Outdoor Cinema and Event Volunteer during Film Festival Weeks. Involves being a team player and being friendly and approachable.

6/15 & 7/15

Radio Verulam | Volunteer Assistant

2 Weeks volunteering/work experience at my local radio station. Involved confidence, communication, timekeeping and organisation.

3/15- 6/15

Oxfam St Albans | Shop Assistant

3 Months volunteering, primarily on till. Involved adaptability, problem solving and communication with colleagues and customers.

Education

University of Portsmouth | 2016 - 2019

BA (Hons) Film Production (1st Class Honours)

-3rd Year Course Rep (Sep 2018-June 2019)

-BFI Graduate Show Committee Member (Jan-Jun 2019)

-Volunteer Teaching Scheme (Sep-Nov 2018)

Training/Courses

-Digital Storytelling: Filmmaking for the Web-

University of Birmingham (FutureLearn Course- 2015)

-Coronavirus basic awareness on production training

(Screenskills-2020)

-Covid 19 Level A (Safe Sets-2020)

References available upon request.

This CV may be kept on file and distributed for employment purposes.

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