

# Bethh Oliver

Sheffield / Leeds / Manchester Based

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COVID Training - Screenskills

In my current role I work in marketing and events, so I am good at working under pressure under given instructions and working pro-actively to ensure deadlines are met. I have undertaken work experience in production office and dealt with sending queries and gathering quotes for an upcoming documentary.

**Logging Data | Cash Handing | Scheduling | Taking and managing bookings**

## **Wise Owl Films – Office Assistant**

**February 2020**

- Researching ideas for potential documentary ideas
- Assisting the development team with research - searching for locations and actors and providing relevant information
- Checking and matching invoices
- Searching and compiling information for booking crew accommodation
- Transcribing interviews
- Creating expenses sheets with formulas on excel
- Downloading and collating archive footage for the development team
- Sending queries and gathering location quotes

## **BBC Breakfast - Shadowing**

**February 2020**

- Shadowing BBC Breakfast team in the studio, including presenting, floor manager and the Gallery

## **Barnsley College - Digital Marketing and Events Officer**

**2017 - Present**

- Administrative tasks such as answering phone calls, sending emails, chairing meetings and writing up meeting minutes, organising files.
- Assisting with setting up and packing down equipment for events.
- Working as an usher and crowd control, ensuring everyone is seated correctly.
- Checking people into the event.
- Ensuring the event space is clean and organised.

## **Sheffield Doc Fest – Festival Runner**

**2014 - 2019**

- Scheduling social media content over the duration of the festival.
- Taking charge of merchandise stands, handling cash and counting stock.
- Assisting with venue set up and take down, transporting all the equipment to and from the correct venue.
- Being the point of contact for Directors about their films - checking aspect ratios, sound levels and sponsors in the cinema screen and making sure they are running to schedule.
- Checking delegates in and out of events. Collecting and counted vote slips for film audience awards.

## **Training Schemes**

### **The Network – 2020**

**2020**

### **Beyond Brontes – Screen Yorkshire**

**2019 - 2020**

A programme including internships, career advice, one to one support, training and mentoring.

### **BFI Residential**

**2014**

Learnt practical skills in animation as well as pitching and creating a film project in a team.

## **Education**

**2014 - 2017**

University of Gloucestershire  
(2:1) BA HONS Film Production

## **References**

Available on Request

## **GDPR Statement**

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