

Talhah Lockhat

Based In: Bradford, West Yorkshire, BD3 9EA, UK

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Clear Enhanced DBS on the Update Service

ScreenSkills 2019/2020 Boot Camp accredited

ScreenSkills 2020 Coronavirus Basic Awareness on Production Training certified

I am very approachable, a team player and feel comfortable in new and unfamiliar situations. Working in areas such as retail has allowed me to interact with people from all walks of life, which has helped develop myself as an individual. I thoroughly enjoy all things creative, especially when I can see the joy that it brings to people. In my spare time, I enjoy going to the gym, donating blood, going to the cinema and working on creative projects.

Employment History

Cover Supervisor, Protocol Education

Leeds, West Yorkshire, United Kingdom, March 2019 - Present

I uphold school standards, manage students and use my knowledge to teach and help them with their work and plan for future lessons. I also ensure students are behaving in accordance with the school's behaviour policy and liaise with other teachers in order to ensure that students are receiving all the help that they require.

Customer Service Assistant, Employee and Forum Representative, National Science and Media Museum

Bradford, West Yorkshire, United Kingdom, July 2018 - Present

As a team member I support the rest of the team with effectively communicating new promotions and making members of the public aware of what is taking place at the National Science and Media Museum. I have visual merchandising responsibilities as well as cinema duties such as cleaning screens, helping customers decide on what film they would like to see and carrying out transactions with them. As an employee and forum representative, I take an active part in consultation processes and liaise with the employer as well as the rest of the team. I also pass on feedback from employees to the employer regarding our roles.

Shadow AD and Runner – ITV Emmerdale

Leeds, West Yorkshire, United Kingdom, January 2020 – March 2020

I worked on ITV Emmerdale in the AD and runner's department. I have worked closely with cast and crew and assisting in all areas where help is required. My responsibilities include helping with refreshments are always ready, travelling cast, managing supporting artists and any other assistance I can provide to cast and crew. I completed the First Break 2019/2020 Boot Camp successfully which led me to receiving further work with ITV.

Freelance Editor and Designer

Bradford, West Yorkshire, United Kingdom, January 2018 – Present

I work on freelance basis as a graphic designer, photo and video editor creating bespoke content for clients.

Internal Recruiter and General Administrator, Complete Care Agency

Leeds, West Yorkshire, United Kingdom, January 2019 - March 2019

I provided a proactive, creative, passionate and professional, focused recruitment and administrative HR support service to the company. I supported the Recruitment Consultant with candidate name gathering, telephone and face-to-face interviewing, candidate management, database maintenance and ensuring quality assurance compliance. I also managed the company's social media presence and created content for it.

Office Junior, Face Model and Casting Management

Leeds, West Yorkshire, United Kingdom, October 2018 – February 2019

I managed the supporting artists division, liaising with clients such as Lime Pictures (Hollyoaks), ITV (Emmerdale), BBC and various other feature film and TV drama production companies. I would recruit and book supporting artists for various productions, manage the paperwork and deliver relevant information between the artist and client. I assist with casting and have social media responsibilities such as creating content for and managing the company's social media accounts, such as Face's Instagram, Facebook, Twitter and blog. As part of my role here, I would also handle and discuss usage and rights for content with clients and artists.

Retail Captain, Cinema Host and Bar Staff, Odeon

Bradford, West Yorkshire, United Kingdom, October 2015 – June 2018

I supported the team as retail captain by aiding with recruitment and coaching to ensure retail and company standards were being met. I helped with team management and leadership, training new staff, cashing up, visual merchandising, stock control and with the communication of retail plans and promotions to the rest of the team. I was also the first point of contact for people visiting the cinema. I prepared food and drink, carried out film ticket purchases.

Case Handler, Capita

Leeds, West Yorkshire, United Kingdom, February 2018 - June 2018

Investigating and reviewing PPI complaints on a case-by-case process, from start to finish and contacting customers to help process their cases quicker.

Co-Creative Director, CTM Visuals

Bradford, West Yorkshire, United Kingdom, November 2016 - February 2017

I helped in the branding and creation of the film and photography company CTM Visuals. I also assisted on shoots and carried out admin work where required.

Marketing Ambassador, Leeds Beckett University

Leeds, West Yorkshire, United Kingdom, October 2014 - July 2016

I worked at university open days and various other university events such as exhibitions at the university, I also taught workshop classes to prospective applicants. In the past I have also worked at a UCAS fair in London. As part of my role, I carried out tours of the university's various buildings, pointed people in the right direction, carried out admin work in the form of registering people for open days and data capturing. I also delivered information to the public on the university, the course that I was studying and Leeds in general.

Freelance Editor, Tadah Media

Manchester/Bradford, 2015 – 2016

I edited short videos on a freelance basis for Tadah Media.

Work Experience, BBC

Leeds and Bradford, West Yorkshire, United Kingdom, December 2013 - May 2014

I shadowed camera operators, media hub crew and sound engineers, whilst operating cameras, carrying out admin work on the media hub. I also worked as a production runner for the BBC's production of Bollywood Carmen, made sure the cast were going where they were supposed to and ensured everything else was running well and as planned for the live broadcast of the show.

Education

Leeds Beckett University, Leeds, West Yorkshire, September 2014 - July 2016

2:1 in BA (Hons) Filmmaking

Bradford College, Bradford, West Yorkshire, October 2012 - May 2014

HND in Creative Media Production - Pass

Carlton Bolling College, Bradford, West Yorkshire, September 2006 - July 2012

Secondary School (GCSE): English - B, English Literature - C, Additional Science - B, Science - C

Personal Skills and Languages

MS Office, Adobe Creative Suite, People Skills, Organization, Time Management, Approachable, Team Player, Creative, Adaptive, Strong Leadership Skills. **English:** Fluent, **Gujarati:** Advanced, **Urdu:** Beginner, **Spanish:** Beginner

Interests

Art, Gaming, Comics, Music, Technology, Photography, Film, Cinema, Fashion, Culture, Literature, Video Editing

References

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