




TAMARA IGBINOKPOGIE

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I am UCL student who is looking for work as a runner/production assistant within Film and TV. I am a hardworking individual who has a genuine curiosity for media and its creative process. Through my recent work experience, I have become adaptable and a quick learner.

SKILLS

- Strong Organisational Skills
- Can work individually and in a team.
- Microsoft Office, Outlook, Zoom
- Adaptability

EXPERIENCE

Runner | Evita in Concert

July 2023 – August 2023

As part of my internship with The Really Useful Group, I had the opportunity to act as a runner in Evita in Concert. This meant I was involved in making sure the rehearsals and live shows went smoothly. I assisted cast and crew to locations, completed the relevant admin tasks, booked travel and liaised with all areas of production.

Production and Licensing Intern | The Really Useful Group

JUNE 2023 – August 2023

I worked alongside all areas of theatre production and licensing. Tasks included proofreading, archiving, location scouting and admin work. I am actively involved in liaising with all departments and areas of the business, including rehearsals and auditions.

Work Experience Week | Financial Times + Alpha Grid

JUNE 2023

As part of the FT's News School, I partook in a week's work experience with Alpha Grid. This included assisting in interview shoots, completing research tasks for events and writing blurbs and descriptions for social content. I also worked as a group to create a business pitch on how the FT can interact with younger audiences.

Retail Assistant | Primark

APRIL 2023 – JUNE 2023

My role as a retail assistant was to maintain stock to make it look neat and appealing and merchandising stock. I also actively engage in customer service by completing till work and answering customer queries.

Trainee Assistant Production Manager | Votive Theatre's 'Choose Your Fighter'

APRIL 2023 – MAY 2023

My role as a Trainee was to contribute ideas to rehearsals and production meetings by liaising with the team and other departments. I worked within all elements of production, which included constructing set, setting up theatre space and assisting the team when needed. I gained the knowledge of the production process, from pre-production to the live shows.

Runner | London Games Festival 2023

APRIL 6, 2023

My responsibilities were giving information to the public about the exhibition, answering their questions and actively providing knowledge. I also acted as a representative for the festival and its brand.

Seasonal Customer Assistant | Tesco

OCTOBER 2022 – DECEMBER 2022

I picked and packaged customers' online orders, ensuring they get the best possible products. I also provided aid to customers if they had any questions or queries. I developed time management and communication skills whilst completing this role.

Volunteer | The Starboard Mold Shop

2019 – 2020

RELEVANT TRAINING

Introduction Into Publishing | Get into Publishing, UCL

March 2023

4Skills Virtual Work Experience

February 2023

News School Graduate | Financial Times

November 2022

EDUCATION

GCSE'S + A Levels | Marriotts School

2015-2022

- 11 GCSE'S
- A LEVELS – ENGLISH LITERATURE (B), FILM STUDIES (A), ART