

Gilly Pennack

✉ gpennack@hotmail.co.uk

☎ 0798 665 8891

📍 Bristol, UK

Objective

I enjoy thinking on my feet and coordinating with others to solve problems in fast-paced, demanding situations. I'm looking for a career change into production as I think my skills are a useful fit, and I'm truly passionate about bringing stories to life to connect with or entertain an audience in an inclusive and meaningful way. I'm keen to learn and enthusiastic about helping to make creative things happen!

Key skills

- Adaptable
- Organised
- Detail orientated
- IT literate (including Excel intermediate)
- Calm in demanding situations

Recent training

Skills to Screen, ScreenSkills, Nov 2020

Introduction to Production Management two-day course, NFTS, January 2021

Coronavirus basic awareness on production online training, January 2021

Education

July 2007

BSc (Hons) Psychology,

First Class

University of Portsmouth

Experience

November 2020 - current

Bid Coordinator *Thales Alenia Space*

Coordinating reviews, tracking opportunities and helping to manage resourcing. Drawing together resources and inputs from multiple sources to make a 'go-to' location for all bid management resources and information.

December 2012 – March 2020

Business Development and Marketing Coordinator *Arup*

Managed the development and timely production of bids and tenders, coordinating with colleagues, stakeholders and external parties to achieve high quality submissions. Analysed data on win rate and implemented improvements. Managed ongoing tracking and the quarterly financial reporting process for three national frameworks. Created content for various internal and external communications. Offered support to my office and to global locations on various IT systems. Managed events for marketing activities, and supported project management including ongoing financial monitoring.

September 2009 – October 2011

Inspections Officer *Tribal Education*

Managed the administration process for Ofsted inspections, using effective time and priority management to keep track of reports. Maintained excellent communication to build effective, positive relationships, and provide a point of contact throughout.

I have also developed skills dealing with the public and juggling multiple priorities through stints as a receptionist and waitress, and further roles in events administration.

Interests

In 'normal' times my interests include yoga, beer tasting, travel, theatre and live comedy. In Covid lockdown I have also developed a fondness for walking the English countryside (thank goodness for wellies!) and... cat puzzles.

GDPR

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