

Jordan Greenhalgh

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Professional Profile

I am a hardworking and enthusiastic individual, currently looking for an entry position that allows me the opportunity to work within the Film and TV industry. My main interest is within the camera department, but being able to work on a set in any form would allow me to gain valuable knowledge into all aspects of filmmaking. I do not shy from the opportunity to work long days and prefer to be kept busy.

Key Competencies

- People management
- Proactive problem solving
- Professional relationship building
- Budget management
- Quality monitoring and maintenance
- Implementing range of maintenance schedules
- Undertake risk assessments
- Promote health and safety awareness
- Target driven
- Adhere to and advance policies and procedures
- Strong communication skills (verbal and written)
- Project Management
- Excellent customer service delivery
- Team leadership

Work Experience

2020 - Present

Jordan James

Freelance Video Production

- Due to starting my own freelance video production company alongside working full time, I have been able to develop many skills. Time management has been a massive aspect of my life due to allocating time to work on my own passion projects, building professional relationships as a freelancer and working a shift oriented job.
- I have developed my project management skills as time has gone on due to working projects alone for clients, seeing through all aspects from start to finish and working within a given deadline.
- My communication skills are advanced due to working with clients with varying knowledge and ideas when it comes to their brand's advertisement. I've been able to research the brand and collaborate with the client to develop fleshed out promotional videos that have more than satisfied the client.

2019 - Present (Furloughed)

Odeon

Cinema Host

- I have learnt to provide excellent customer service, this being the main focus of the company.
- Whilst working within this role I play a key part in the maintenance of the facility, keeping tightly to a schedule and assuring the environment is safe.
- I am entrusted to handle large quantities of money and stock items within the organisation.

2015 - Ongoing

Youthfed

Team Leader - National Citizenship Service (NCS)

- On this program I carry out the role of team leader, this consists of managing a group of up to 15 teenagers aged 15-17 from many different backgrounds, over a 4 week program that teaches new skills as well as helping them develop as an individual.
- Strong organisational skills, this is due to not only keeping myself on track for activities and tasks each day, but having to manage and care for up to 15 others as well on a daily basis.
- As we are often away on adventure camps or universities in a collective group of up to 200 people, many problems arise in which I have to be proactive and adaptable in order to solve in the most effective and efficient way.
- As part of this program we partake in a social action stage in which we support a charity by raising funds or awareness. As this is a one off program for the young people, they only have one opportunity in which to make the biggest impact possible, so I have become focused and committed to making sure I succeed the first time and this is largely due to my attention to detail in the organising of these fundraising events.
- As a leader I take ownership and responsibility for my team and their success throughout the programme.
- I have learnt to manage funds effectively as I hold responsibility for the financial budget given to me by Youthfed and funds raised by my team.
- Project management is a skill I have developed through experience as a Team Leader, as you are given two weeks to plan and execute the fundraising or community awareness stage of the programme.

Education

King's School 8 GCSE's including English and Maths, Btec Level 2 ICT at Distinction*
Congleton High School Btec Level 3 IT: Distinction, Btec Level 3 Engineering: Distinction, A-Level Maths: C

Additional Skills

Proficient with IT systems. Microsoft softwares, Adobe Suite.
Full driving license
L3 Award in First Aid at the workplace
Certificate in Safeguarding, Dealing with Aggressive Behaviour and Mental Health Awareness

Interests

I have a strong passion for film and TV. Due to this I've wanted a career in TV and Film for a long time and recently started making steps towards achieving this. I'm regularly creating and helping others in the indie filmmaking world. Alongside this I have created numerous spec commercials and helped larger production companies on bigger projects. I use this as an opportunity to add to my knowledge and gain experience, putting my online learning into practice. In my free time I tend to take the opportunity to socialise, however I spend much of the time learning different aspects of filmmaking and developing skills as I have taken a keen interest in cinematography and Colour grading. Through connecting with other creative individuals with similar interests I've had the opportunity to collaborate with a number of people and found it to be another aspect of filmmaking I enjoy, creating meaningful and long lasting relationships. As a hardworking, resilient individual with big aspirations, I use my time efficiently focusing on learning and developing as a creative, finding my own unique outlook on the world and collaborating to share it.