

CLAIRE HARGREAVES

Art Department Assistant

CONTACT

- *Staffordshire (Able to relocate for work)*
- 07804616230

EMAIL:

Clairehargreaves007@gmail.com

WEBSITE:

[Home](#) | [Claire Hargreaves](#)

LINKEDIN:

<https://www.linkedin.com/in/clairefilm>

SKILLS

- Procreate
- Set Decoration
- Time Management
- Creative Thinking
- Highly Organised
- Call Sheets
- Adobe Suite
- Procreate

TRAINING

DIVERSITY, EQUITY, AND INCLUSION TRAINING

(Screenskills – 2024)

SAFEGUARDING FOR ALL: BASIC AWARENESS FOR THE SCREEN INDUSTRIES

(Screenskills – 2024)

4SKILLS VIRTUAL WORK EXPERIENCE

(Channel 4 – 2024)



PROFILE

I'm a new entrant looking to further progress into the role of art department assistant. I am highly organised and possess good communication and creative problem solving. I also have a proven track record of being able to work in a team while always organising my time and tasks efficiently.

RELEVANT EXPERIENCE

THE FINALE (STUDENT SHORT FILM PROJECT)

(University of Salford) | APRIL 2024 | Production Designer

- Prop sourcing
- Moodboards
- Set Design
- Creative Vision

HUNGRY HOUSE (STUDENT SHORT FILM PROJECT)

(University of Salford) | APRIL 2023 | ART DEPARTMENT ASSISTANT

- Poster Design and promotional materials
- SketchUp set design
- Prop making

FREELANCE STORYBOARD ARTIST | DEC 24 – MARCH 25

- Working closely with clients to bring their visions to life
- Good communication and ability to meet deadlines
- Adobe Illustrator and Procreate

OTHER EXPERIENCE

RETAIL ASSISTANT – PRIMARK

April 25' – Present

- Customer Service
- Completing all tasks during weekend and afternoon rush

LAB ASSISTANT – INTERTEK

June 23' – Aug 23'

- Correctly follow health and safety procedures
- Meeting strict deadlines and targets on a daily basis

EDUCATION

BA Film Production 2:1 (University of Salford)

2021 - 2024