

Samuel Tait

Tel: 07715214850 Email: samuelwtait@gmail.co.uk

Based in Reading, Berkshire

My interest in the industry stems from my childhood where I grew up working on film and TV sets after being selected for a children's film agency. I was fortunate to work on high end TV and box office films such as The Golden Compass; The Inbetweeners; Silent Witness; and playing a body double in Son of Rambo. I am open to working in any given department as I would benefit from any experience offered. I would be particularly interested in a role with the AD or Producer as I believe this is where my skill set can add most value.

Film & TV Experience

| Date | Role | Production | HODS |
|---------------|-------------------------------------|---|--|
| December 2023 | Production Assistant / Floor Runner | Skylight <i>High Regard Films</i> | Producer: Jen Filchenkova Director: Barnaby Boulton |

Previous Work Experience

October 2021 to Date: Business Support Manager / Mortgage & Protection Adviser – Masterplan Financial Services

- Responsible for providing mortgage advice to a wide range of clients with different requirements.
- Building strong relationships with local estate agents and other contacts to maintain and win new business.
- Ensuring financial advice given is compliant with the latest Financial Conduct Authority regulations.
- Regularly chasing fees to ensure prompt payment from both mortgage providers and clients.

November 2017 to October 2021: Specialist Client Services – Beaufort Financial

- Prioritising daily workflow to ensure all outstanding tasks completed to the required deadlines.
- Provision of quotations and the processing of life insurance applications.
- Provision of documentation for financial advisors to use in client service meetings.
- Working collaboratively with Pension and Investments specialists, as well as the investment platforms to process financial investments in a timely manner.

February 2015 to October 2017: Customer Service Administrator – Masterplan Financial Services

- Liaising with Mortgage lenders and life companies to progress cases, identifying and escalating any issues where necessary.
- Proficient user of a cloud based point of sale, CRM and Compliance office system.


April 2014 to February 2015: Retail Assistant – GAME

- Being Passionate about gaming and using my knowledge to promote sales and Incentivise additional sales of services, product services and upgrades.
- Assisted with stock control, cash handling and management.

Skills

- ✓ Software skills
- ✓ DBS checked
- ✓ Own vehicle
- ✓ Cash management
- ✓ Volunteer work
- ✓ Good communicator
- ✓ Good timekeeper
- ✓ Multitasker
- ✓ Organised
- ✓ Good planner
- ✓ Fast learner
- ✓ Effective working under pressure
- ✓ Problem solving
- ✓ Team player

Education

- Call Time Ready –  cert_2cfbvk57 – 2023
- ScreenSkills.com Online Courses – 2023
- Excel with Business Online Learning – Microsoft Excel Advanced, Introduction to Data Science, Business Analysis, VBA for Beginners, Microsoft Project and Foundations of Project Management – 2021
- Certificate in Mortgage Advice & Practice – Module 1,2 & 3 – CEMAP – 2017
- National Diploma in Technical Theatre Arts – Level 3 / The Brit School (Distinction, Merit, Merit) 2011 – 2013
- GCSE A*- C, Including English, Mathematics, Science, Add. Science / Shiplake College, Henley on Thames – 2010

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Other Interests

Computing & Gaming - Being an avid gamer I have built a repertoire of gaming experience, including project managing the build of my own PC within a tight budget and, continuing to maintain and keep it up to date with the latest software. I have also completed online courses in Excel, Data Science, Business Analysis, VBA for beginners and Microsoft Project.

Sports – Passionate about sports, particularly football and Formula 1. Liverpool and Mercedes are very much my teams!

Volunteering – I have volunteered for multiple organisations, a highlight was a trip to South Africa in 2014 to teach sports to under-privileged children in the townships, whilst also exploring and bungee jumping along the way.

References: Contact details available upon request

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| Barnaby Boulton – Director, Script Writer, AD | Jen Filchenkova – Producer, Production Co-ordinator |
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