

Chloe Goodfellow - Location Trainee / Runner Trainee

Based in the **North West** of England | Full UK driving licence with own car
07732444237 | chloeg911@outlook.com

PERSONAL STATEMENT

I am an enthusiastic, hard working, ambitious person with a huge passion for working in the Film & TV Industry. I have a great eye for detail and I have worked in many jobs that required me to use my own initiative and handle tasks independently. I work well with others and have great communication skills. I have learnt to become adaptable, which I believe is a key skill to move forward with future roles within the Film & TV Industry.

EXPERIENCE

Hollyoaks - Channel 4 Soap

Work Experience (Location Assistant) – Nov 2023

Film & TV Location Assistant Intensive Training

Liverpool Locations – Sept 2023

- Overview of the Film & TV Industry
- Location Department Responsibilities
- Role of a Location Assistant
- Set Etiquette
- How to scout a good location
- Movement Orders & Unit Bases
- Film TV Jargon
- Practical location equipment tutorial
- Health & Safety tips
- What's a Films Office and what do they do

That's Lancashire – Local TV Channel for Blackpool & Preston

Work Experience – Feb 2017

- Researched news stories around Lancashire.
- Travelled to locations to help conduct interviews.
- Research contacts for upcoming stories.
- Setting up camera and lighting equipment.
- Liaised with interviewees.

Vincents Solicitors - Administrator - June 2021- Present

- Maintaining an organized database.
- Aiding colleagues, managers and customers through regular communication and assistance.
- Transferred incoming calls, taking messages.
- Typist for Private Client and Probate case files.
- Scanning incoming post onto a file and notifying fee earners.
- Distribute internal and outgoing post, and prioritising post.

Compass Group, Matalan Preston — Cafe Supervisor - July 2019 - June 2021

- Maintaining product displays to entice customers to purchase.
- Maintained stock in fridges and stock take.
- Handled cash and followed procedures to ensure cash was stored safely and correctly. Maintained cleanliness of tables and workspace.
- Supported customers and provided them with drinks and food.

EDUCATION & AWARDS

Edge Hill University, Ormskirk - Bachelor of Arts Degree

September 2017 – May 2020

I achieved a 2:1 in Film and Television Production

Cardinal Newman College, Preston – A Levels

September 2015- June 2017

Achieved a D* D* D* in Media Studies

Awards - Best Factual Radio Programme Award

Our Lady's Catholic High School – GCSE'S

September 2010 - June 2015

10 GCSE Grades B-C in English, Maths, Biology, Chemistry, Physics, Geography, Art, Textiles, Religious Studies, ICT

SKILLS

- Studied TV Management Skills
- Experience with cameras, canon EOS 7d- Photography/Cinematography
- Final Cut Pro
- Adobe After Effects & Photoshop
- Microsoft Softwares - Powerpoint, Word, Excel
- Highly organisation
- Good time keeping & problem solving skills
- Great communication & attention to detail

REFERENCES

Faye Newton: Location Manager, 0779308551, hello@liverpoollocations.com

Tasha Harrison: Cafe Manager, 07513103073

Olivia Robinson: HR Manager/ Director, oliviaroninson@vslaw.co.uk