

# James Clayton

## PERSONAL DETAILS

**Full Name:** James David Jackson Clayton

**Date of Birth:** 23/02/2005

**Nationality:** British

**Address:** 37 Beechwood Road  
Knaphill  
Woking  
Surrey GU21 2DB

**Phone:** 07340 199940

**Email:** claytonjames088@gmail.com

### Driving License:

Full Clean License since December 2022, I also have my own transport

## EDUCATION

### **Winston Churchill Secondary School**

Maths GCSE – **Grade 5**

English Language GCSE – **Grade 4**

English Literature GCSE – **Grade 5**

Sport Science OCR Level 2 – **Grade M2 (MERIT)**

Religious Studies GCSE – **Grade 5**

Combined Science : Trilogy GCSE – **Grade 4**

History GCSE – **Grade 5**

Geography GCSE – **Grade 6**

Art & Design GCSE – **Grade 6**

### **Guildford College**

UAL Level 3 Diploma in Creative Media Production & Technology : **Grade Distinction Pass**

## ACHIEVEMENTS

- Duke of Edinburgh Bronze Award
- Qualified FA Referee – Level 1 & Level 2 for Under 18's Football (2019)

## ABOUT ME

I am a creative and enthusiastic individual with a diverse range of interests in Film, Media and Music. Outgoing with strong and effective organisational and communication skills. Good team player and able to use my own initiative to achieve objectives.

After leaving secondary school achieving 9 GCSE's, I attended Guildford College for 2 years, studying the Level 3 Extended Diploma Creative Media (Film & TV) course, passing with a distinction grade.

I enjoyed all aspects of the diploma course; I found the behind the scenes and more technical aspects of camera work, sound and editing the most enjoyable. During my time at College, I have become a competent user of the Adobe Suite of applications, i.e. Premier Pro, Photoshop and After Effects within Mac environment.

My interests are Film, Music, and Football. I enjoy going to the cinema to view the latest film releases and regularly attend Music Concerts and Festivals. During the football season, I referee under 18's football matches for my local football club and attend live professional matches.

As part of my Duke of Edinburgh bronze award, I volunteered for a small afterschool football club at a local school, coaching primary school aged children in the skills of football. I enjoyed the leadership element and forwarding on my skills and experiences to the children.

I am currently working two part-time jobs while looking for a permanent role, both of which have a 1 week notice period.

I have a full DBS Check Certificate dated May 2023.

## EMPLOYMENT EXPERIENCE

### **Bar Person**

**The Garibaldi Pub - Knaphill**

**October 2023 – Present**

I am responsible for serving food and beverages to customers, taking orders, taking payments and keeping the bar area clean and well-stocked.

## REFERENCES

### **Mr Adam Miles**

Lecturer of Creative Media

Guildford College

Tel: 01483 448500

Email: adam.miles@activatelearning.ac.uk

### **Mrs Natalie Owen**

Office/ Quality Manager

T J Hunt (Contracting Ltd)

Tel: 01483 238745

Email: natalie@tjhunt.co.uk

### **Mr Steve Orriss**

Tel: 0775944036

Email: steveorrissfc@yahoo.co.uk

## EMPLOYMENT EXPERIENCE

### **Marker**

**Bisley Rifle Range Association**

**January 2022 – Present**

I initially started working at Bisley Ranges as a Marker, where I am responsible for replacing targets, checking the targets and relay the results to the shooters. I have since taken on the role of Trainer/Supervisor. I train new recruits to join the marking team, this involves delivering a standard presentation to the group, health & Safety details, Q&A session and then taking the group down to a range to give them hands-on experience on how to work the marking system. When not training, I work as a supervisor, overseeing the marker teams and dealing with any issues which may arise during the shoot session.

### **Shop Floor Assistant**

**Morrisons Supermarket**

**December 2021 (4 Week Temporary Contract)**

Daily I was responsible for replenishing stock on the shop floor in various departments around the store, this would include completing the necessary paperwork on completion of a palette and locating in the warehouse the stock items I was responsible for on a given day. I was also required to help with customer queries on an ad hoc basis.

### **Under 18's Football Referee**

**Goldsworth Park Rangers Football Club**

**September 2019 – Present**

During the Football Season, I regularly referee up to 2 matches per weekend for my local football club and be a member of the team during their annual summer football tournament. As the referee I am responsible for the smooth running of the match, giving guidance to players and being responsible for decisions during match play. As well as the players I ensure that the spectators and team managers adhere to the FA rules.

### **Development Team Coaching**

**Goldsworth Park Rangers Football Club**

**September 2019 – January 2022**

Coaching and developing football skills for children between the ages of 5-7 who are looking to join one of the teams at the club. These sessions as well as teaching them the rules of the game, would involve developing their attitudes in working together as team players. This role was very rewarding to see individuals build their confidence and skills to be ready to join an actual team.