

Details

kelsey.duffy53@hotmail.co.uk
07508340964
London/North Hertfordshire

Skills

- Strong Communication Skills
- Team Management
- Organisation
- Client Management
- Customer Service
- Online Research Skills
- Full Driving Licence

Education

A Level - Media Studies, English Literature, Theatre Studies

I have built my education through work experience and self-taught learning. Being a member of WFTV and attending BFI and BAFTA online seminars and workshops throughout the lockdown has allowed me to work towards a better understanding of the industry I am hoping to work in.

Voluntary Work and Training

Identity School of Acting / Part-Time Course
April 2021 - December 2021, REMOTE

Pleasance Theatre Trust / Assistant Box Office Manager
Aug 2018 and Aug 2019, EDINBURGH

Queen Mother Theatre / Actor and Backstage Crew
2015 - 2022, HITCHIN

Interests

Film and Television, Theatre, Travel, Pottery, Walking, Climbing

This CV may be kept on file for employment purposes

References available on request

Profile and Current Role

Having worked extensively in customer facing and administrative roles for over 10 years, I developed a broad range of skills. Examples of this include event planning, team management/training and system development. I thrive in fast-paced roles and learn quickly through collaboration and self teaching. In 2020, I took a step back from management roles to develop my skills and pursue a career in the creative industries and take on a role with an open air arts space.

The Living Theatre, Whitwell / Co-Creative Director

Oct 2021 - Present, HERTFORDSHIRE

Through this voluntary environment, I gained experience in areas ranging from costume sourcing to script adaptation, performance and producing. I have gained a wider understanding of the industry and a strong foundation moving forward.

Production Assistant Roles

NDA Project / Memory Tree Productions

Feb 2022

NDA Project / Amazon Studios

Sept 2021

Short Film / Fuyoh Films

Sept 2021

Employment History

St Christopher's School / Teaching Assistant

Sept 2022 - July 2023, LETCHWORTH

Main Responsibilities: Childcare, organising classwork, substituting for teachers, admin, communication with parents,

David's Bookshop / Cafe Assistant

March 2022 - Sept 2022, LETCHWORTH

Main Responsibilities: Customer service, cash handling, food and beverage production, food safety

The Kite at the Red Hart / Restaurant Supervisor

Nov 2021 - Sept 2022, HITCHIN

Main Responsibilities: Customer service, cash handling, food and beverage production, bartending, stock checking

Hot Numbers Coffee / Barista and Front of House Staff

Sept 2020 - Sept 2021, CAMBRIDGE

Main Responsibilities: Customer service, cash handling, food and beverage production,

Hermitage Rd Bar and Restaurant / Front of House Manager

Feb 2016 - Feb 2020, HITCHIN

Main Responsibilities: Reservations management, team and client management, staff training, cash handling, customer service, event planning.