

C H L O E D R I N K W A T E R

E D U C A T I O N

Marple Hall High School

GCSEs: Eight including:
English (B)
ICT (B)
Science (A)

(09/2010 – 06/2015)

Buxton Dome College

NVQ level 2: beauty therapy
NVQ level 3: beauty and spa
therapy level

(09/2015 – 05/2016)

P E R S O N A L I N T E R E S T

Reading
Yoga
Outdoor Activities

P E R S O N A L D E T A I L S

Address:
54 Clarendon Road, Hazel Grove,
Stockport, Cheshire, SK74NS

Email:
chloe.drinkwater3@outlook.com

Telephone:
07769944202

DOB:
08/05/99

E X P E R I E N C E

Cheshire based with full clean driving licence plus business insurance and willing to drive

Production Runner (05/2019- to date)
Wolfe - Abbott Vision

Production coordinator - Adam Pursey (07805 186725)
Line Producer - Tracie Wright

- ◇ Clear understanding of productions paperwork; Schedules, callsheets, sides, amends, headshots
- ◇ General running of the office; Stationary orders, postage, drinks, lunch runs
- ◇ Keeping schedule timetables up to date
- ◇ Mac and computer literate
- ◇ Knowledge of Setkeeper
- ◇ Experience of working on Covid Shoot

Administrator / Drafter (05/2019- to date)
Estate Planning Solutions, Cheadle, Cheshire

- ◇ Drafting legal documents
- ◇ Providing support to Director of company (Booking travel, daily workers, all admin, budgets)
- ◇ Provide support to consultants across the country and assisting with any administration needed
- ◇ Action new instructions post client meeting
- ◇ Produce legal documents and the letters to coincide when being sent to the client or consultant for signing
- ◇ Ensure we meet all deadlines for producing work and meet compliance deadlines
- ◇ Liaising with clients to ensure we have all documentation (For example: identification or Terms of Engagement)
- ◇ Preparing client packs for new appointments/review appointments
- ◇ Preparing work tasks for Administrators and ensuring it has been checked before being sent out
- ◇ Dealing with incoming and outgoing post
- ◇ Processing new clients onto the database (ACT) and maintaining the record is up to date
- ◇ Responding to all client queries via telephone, email or letter
- ◇ Processing work to be sent over to the Solicitor
- ◇ Dealing with related companies to submit/chase documents

From 2013-2016 all employment was unpaid work experience completing 250+ hours in total.