

# Christian Hooper

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## Profile

Creativity is at the core of what defines me as a person. In professional contexts, I am a creative, collaborative, driven and organised individual with excellent communication and document management skills, able to thrive in high pressured environments. I have four years of experience in varying administrative and customer service environments where I have developed strong computer literacy and communication skills. These skills are demonstrated through reading, analysing, editing and inputting information across a large variation of formats and systems.

I am a lateral and innovative thinker, with creative and intuitive instincts, which are exemplified by my academic and artistic endeavours. As well as being a confident public speaker with experience in teaching and presenting as a drama teacher, I am also a natural problem solver with an efficient approach to work, and I am frequently actively seeking to develop new ideas and streamline processes, when required.

Outside of the professional context, I am deeply passionate about Film, Television and Music and I take a lot of joy in going to the cinema, watching a gig or attending music festivals in the summer. I am an annual volunteer at Glastonbury festival on behalf of a mental health charity. I enjoy reading and writing in my downtime and I am currently I am co-developing an idea for a Television show.

I find that being outdoors is often what makes me feel happy and I strive to be in nature as often as possible. I also enjoy traveling to explore a diversity of cultures whenever I can.

## Employment

### **Administrator, University of Bristol (ALSPAC / Children of the 90s) - February 2023 - July 2024**

Children of the 90s is a family cohort study which involves the collection, processing and storage of health and lifestyle data on individuals for the purposes of cutting-edge medical research.

- Managed confidential personal data and appointment bookings using Arcadia software.
- Controlled the flow of participants in and around the research clinic to ensure a calm and orderly environment.
- System management through Microsoft Office, Excel and Teams to liaise effectively with colleagues and provide excellent customer service to participants.
- Data Collection, input and management in Redcap to track and document individual appointments.
- Demonstrated excellent time management, organisation and communication skills through management of systems and developing interpersonal relationships with new and regular participants

### **Info Point Assistant, University of the West of England - October 2022 - December 2022**

Receptionist in the central foyer of the UWE Glenside medical campus as a central information hub for anybody to direct their general queries and receive answers or solutions.

- Provided reception duties at the Glenside medical campus.
- Managed a diverse number of queries from students staff, stakeholders and members of the public ensuring the provision of excellent customer service.
- Operated a busy reception desk by utilising strong problem solving skills to find effective solutions to time sensitive situations.
- Management of the general reception inbox responding to all queries, providing vital information and further contact details.

### **Bartender, Three Swans Pub, Frome - August 2020 – 2022**

- Provided quality customer service to customers.
- Utilising the Square restaurant till system for orders, bookings and cash management.

- Keeping up a strong and detailed knowledge base of all of the available products.
- Organising bookings for the restaurant and other bespoke functions.
- Working quickly and efficiently under pressure whilst maintaining a calm, relaxing and safe environment for all customers.

## Relevant Experience

### Flawstate Scratch Night via zoom August 2020

- Created an original short play that was directed by Flawstate Theatre company and acted in a virtual theatre event. I sat in rehearsals for the performance and made edits to my script and offered additional creative guidance for the director and actors when I felt it was necessary.

### Producer and Backstage Manager: University of Manchester Drama Society production: *Therese and Isabelle*. Manchester - November 2017

- Produced an original piece of Theatre.
- Utilised the Excel platform to manage the production budget and organise the rehearsal schedules for the creative team.
- Organised the booking of rehearsal and performance spaces
- Secured music rights and the sourcing set, props and costumes.
- Consulted on numerous creative decisions.

### Drama Teacher, Assistant Director: Hillcrest International Schools. Nairobi, Kenya - April 2016, June 2017

- Directed and produced school performances of *We Will Rock You* and *The Lion King*
- Lead performance and acting workshops.
- Created enjoyable, engaging and creative rehearsal sessions for children and young people.

### Workshop leader, Youth Theatre Kenya. Nairobi - June 2017

- Lead casting workshops for the organisations upcoming production.
- Coached attendees through correctly analysing text written for performance.
- Demonstrated to the group the fundamental elements of utilising movement and voice in performance.

## Education

### Manchester Metropolitan University

MA Creative Writing, 2020 – 2021 – *Distinction*

### University of Manchester

BA Hons Drama and Screen Studies, 2016 – 2019 – *1<sup>st</sup> Class Honours*

## Computer Literacy and Skills

- Microsoft Office: Word, Powerpoint, Excel and Teams.
- Redcap and Arcadia knowledge and experience for data management and appointment booking.
- Excellent and varied written and verbal communication skills; ranging between creative, academic, critical and analytical.
- **Full UK Drivers Licence - May 2017**

References are available on request.