

MICHAELA EATON – ENTRY LEVEL PRODUCTION ASSISTANT

Full & clean driver's licence · own car

michaela_eaton@hotmail.co.uk · 07788 254 186 · Brighton based/willing to travel

ABOUT ME

I am a new entrant looking for my first role in Production, I am seeking a Production Assistant role but am willing and able to try my hand at any entry level roles you have available. I am highly organised, used to busy environments with tight deadlines, thinking on my feet and building strong working relationships with people at all levels. I am creative and hard-working, with an excellent attitude and attention to detail.

EDUCATION

JANUARY 2020

CREATIVE WRITING, MA, UNIVERSITY OF CHICHESTER

Completed a dissertation which was part novel and part commentary summarising my creative journey and influences which led there. Course involved workshopping creative pieces as well as lectures and seminars.

MARCH 2012

ENGLISH AND CREATIVE WRITING, BA, UNIVERSITY OF CHICHESTER

Completed a dissertation on the evolution of portrayal of females in the Arthurian Legends.

SKILLS

- Microsoft Office
- Minute taking
- Touch typist (55 WPM)
- Adaptable to new interfaces and systems
- Working under own initiative
- Team Player
- Organised
- Customer Service
- Communication
- Adaptability and problem solving
- Time management
- Learning BSL

WORK HISTORY

MARCH 2016 – MARCH 2024

BUSINESS SUPPORT OFFICER (BSO), ADOLESCENT SERVICES, BRIGHTON AND HOVE CITY COUNCIL

Minute taking, scheduling and booking meetings, liaising with police and social workers, providing support to Manager and Lead Practitioners, arranging training and inductions for new staff, keeping the office (and team) running smoothly, being point of contact to other departments within Adolescent Services and Families, Children and Learning Directorate as a

whole, acting as GDPR lead and writing Data Protection Impact Assessments (DPIAs) for Adolescent Services.

JANUARY 2018 – MARCH 2020

SESSIONAL WORKER, ADOLESCENT SERVICES, BRIGHTON AND HOVE CITY COUNCIL

I worked as a Sessional Worker, providing additional support to children at risk of care, custody, CSE and CCE. This was a part time zero hour contract role which I did outside of my usual working hours as a BSO. The Sessional team were under my team's supervision, which meant I was the administrator and a practitioner for the same team.

SEPTEMBER 2014 – MARCH 2016

TEMP AGENT, TATES TEMPING AGENCY

I had two temp roles within this time frame, both within Brighton and Hove City Council. Administrative responsibilities including learning new systems to input data, filing, supporting staff, managing a busy reception, point of contact for families, children, police and other departments.

SEPTEMBER 2013 – AUGUST 2014

IT ADMINISTRATOR, PERSONAL TELEPHONE FUNDRAISING

Managing workloads and deadlines of IT staff, updating and launching new campaigns, inputting data, updating scripts for callers, dealing with incoming queries, liaising with other departments, generalized support and filing for IT and some PA tasks for the IT Director.

JANUARY 2011 – MARCH 2013

RETAIL WORKER, HALLET RETAIL

Helping customers, taking in new orders, creating sales sheets for Head Office, keeping shop floor tidy.