

EMMA PARRISH

CURRICULUM VITAE

Based in Rochester, Kent, UK

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A detail-oriented professional with a strategic mindset, exceptional interpersonal ability, and an unhealthy obsession for organisation and efficiency. Experienced working in-studio and on-location in the UK and in Spain for several notable productions. Previously shaped by a diverse background in events, photography, executive support, and operational assistance. A truly well rounded, adaptable, and confident team-player, capable of tackling any challenge. Ready to dive into a new project, the larger and more complex the better!

KEY SKILLS

Project management

Problem solving

Organisation

Communication

Attention to detail

Versatility

Working under pressure

Positive attitude

Leadership

Teamwork

Grit

EDUCATION

Bachelor of Arts (BA) in

Advertising and Events Management (2.1)

University of East London, London, UK

Sep 2010 - Aug 2013

EXPERIENCE

Covid-19 Team Leader / Co-ordinator (TV)

Cignpost Diagnostics, Spain

Oct 2021 – Nov 2021, Self-employed

Productions:

- The Crown, Season 5 (Netflix)

Covid-19 Healthcare Practitioner (Film & TV)

Cignpost Diagnostics, UK

Aug 2021 - Jan 2022, Self-employed

Productions:

- Eastenders (BBC)
- The Crown, Season 5 (Netflix)
- Masters of the Air (Apple TV+)
- Mammals (Amazon)
- Silent Witness (BBC)
- Tell me Everything (ITV2)
- Trigger point (ITV)

ADDITIONAL EXPERIENCE

Events Photographer / Team Leader (Brand Activation)

Multiple agencies, UK & US

Sep 2021 – Apr 2024, Self-employed

Executive Assistant (CEO) & Office Manager

Chip Financial, London, UK

Jan 2022 - Jul 2022, Permanent

Events First Aider

St John's Ambulance, London, UK

Sep 2019 – Dec 2019, Voluntary

Executive Assistant (Senior Management) & Office Manager

Global Natural Resource Investments, London, UK

Dec 2016 – Apr 2022, Permanent

Executive Assistant (Partners & Managers)

Brunswick Group LLP, London, UK

Oct 2016 – Nov 2016, FTC

Executive Assistant (Equities & Credit)

Cheyne Capital, London, UK

Apr 2016 – May 2016, FTC

CERTIFICATIONS

Passport, British Citizen

Great Britain

Expires Aug 2026

Driving License, Full

DVLA, UK

2006

Powerboat License, Level 2

RYA

2022

Film & TV Safety Passport

Mark Milsome Foundation

2023

First Aid

St John's Ambulance

2019

INTERESTS

Film and TV

Travel

Outdoors pursuits

Watersports

Yoga

Stand-up comedy

Intimate live music gigs

Cooking

Self-development

Property development

Art and design

Psychology

Events Co-ordinator (Marketing)

Artemis Investment Management, London, UK

Apr 2015 – Mar 2016, FTC

PA (Director) & Team Support (Sales/Operations)

Resource Solutions, London, UK

Feb 2015 – Apr 2015, FTC

Events & Marketing Co-ordinator (Graduate Recruitment, EMEA)

Morgan Stanley, London, UK

Aug 2014 – Nov 2014, FTC

Executive Assistant (Senior Management) & Team Assistant (Comms)

MHS Homes, Kent, UK

Feb 2014 – Aug 2014, FTC & Voluntary

Research Intern (Student Life)

University of East London, London, UK

Apr 2013 - Aug 2013, FTC

Brand Ambassador / Team Leader (Brand Activation)

Multiple agencies, UK

Aug 2013 – Dec 2023, Self-employed

Events Manager / Events Assistant

University of East London, London, UK

Sep 2012 - Apr 2013, Self-employed

Workforce Operations Co-ordinator (Olympic & Paralympic Games)

G4S, London, UK

Jun 2012 – Sep 2012, FTC