

# BETHANY CLARKE

## SCRIPTED TEAM ASSISTANT

### CONTACT

✉ bethclarke170400@gmail.com

### SKILLS

- Full, clean UK driving license.
- Experienced in driving a large Transit Van and Golf Buggies.
- Very strong customer service and interpersonal skills.
- Well experienced in fast-paced environments.
- Confident approach in learning new technology, software, machinery or skills.
- Strong public speaking skills - I was even given the chance to speak in front of Prince Edward for the DofE.
- Well-developed leadership, teamwork, organisational and time management skills from both my work experience and six years in the Air Cadets.
- Open-minded and level-headed.
- Proficient in Microsoft Office applications.
- Experience in working with Adobe applications including Lightroom and Photoshop.
- Self-motivated and determined to effectively meet deadlines and objectives.
- Have had First Aid, Fire Warden and Manual Handling Training.

### EDUCATION

11 GCSE/BTEC's - Distinction* to C	2016
Level 3 BTEC Business - Distinction	2018
Alevel Drama - C	2018
Level 2 BTEC in Equality and Diversity	2021
Level 3 BTEC in Digital Fundamentals (Marketing)	2023

### CERTIFICATES

Google Digital Garage  
Fundamentals of Digital Marketing

Screen Skills  
From script to screen: an introduction to how scripted content gets made

### PROFILE

I am enthusiastic, energetic, and determined. I'm always willing to try new things, learn at every moment possible and take advantage of each opportunity given to me.

I'd love to work in TV production as I enjoy being creative and exploring ideas, but also because television allows for reflection, laughter, education, and a place to escape. Watching TV has always helped me to escape from the world when I've needed it most.

After working at Sky Studios Elstree and being able to watch productions come to life whilst gaining an understanding of how it comes together, I know that I would love to continue a career at Sky and to learn exactly how a production idea begins to be made through working with the commissioning team!

### WORK EXPERIENCE

**Runner - Content Academy** Oct 2023 -Present  
Sky Studios Elstree

- Providing day to day support, as required, across the site to all departments including Client Services, Operations, Front of House, Mailroom and Health and Safety.
- Supporting the setting up and clearing down of client areas before and after occupation in all spaces including offices, stages, dressing rooms, screening rooms, and meeting rooms.
- Providing administrative support to Client Services and Operations teams as required including creating signage, signing on visitors, creating documents for work processes and systems as well as responding to the relevant emails.
- Providing Runner/Office Assistant Support to production if they require it. So far I have the opportunity to be apart of several feature films and High-end TV Show.
- As well as this I have had the opportunity to see some amazing feature films come to life whilst understanding how a film and television studio fits in with the process. During this time I have been able to assist on behalf of the studio on the following: A Sky Christmas Movie, a Working Title Feature Film, Wicked and currently Jurassic 4!

**Digital Marketing Apprentice** Sep 2021- Oct 2023  
Avon Studios

- Assisted in the preparation and communication of information to customers through digital marketing (email, social and website) and the creation of marketing materials .
- Helped to provide administrative support for the business (photocopying, printing and scanning of documents, taking phone calls, answering emails, diary management including scheduling shoots, appointments and viewings, liaising with suppliers, ordering and counting stock and organising documents).
- Understood the ins and outs of a small business, including both administration and financial aspects, helping to correctly quote work, ordering stock, filing paperwork and setting budgets.
- Experienced working in a live photography studio, helping to correct and retouch the final images for clients as well as helping to manage the session (from rearranging the set/background to keeping the little ones entertained).
- Demonstrated strong organisational and planning skills to manage conflicting demands and meet deadlines for both work and college tasks.

**Skilled Baker** Aug 2019- Sep 2021  
Tesco

- Complying with health and safety regulations as well as food hygiene standards, following all guidelines and escalating any issues promptly up to management where necessary.
- Helped to improve existing processes throughout the bakery resulting in us becoming one of the best performing bakeries in the region, beating out the larger and higher staffed stores.
- Ability to use own initiative to ensure the smooth running of the bakery by making executive decision on the production of products.

**Customer Assistant** Sep 2018- Aug 2019  
Tesco

**Server** Apr 2018- Sep 2018  
Pizza Hut

**Sales Assistant** Mar 2017- Jan 2018  
Cotswold Outdoor

References available on request

This cv may be kept on file and distributed for employment services