

SOPHIE ELLWOOD

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SOPHIEELISELLWOOD@GMAIL.COM

BASED IN SOUTHAMPTON (WILLING TO TRAVEL/RE-LOCATE)

PASSIONATE, PROACTIVE, AND COMMITTED.

Desired areas of Interest: Directing, Production and Casting

The creative industry is competitive but I'm not afraid to go after what I want. What is life without a challenge? I am reliable and have a strong working ethic. I am always looking to please to the best of my ability and thrive on creativity. A source of fresh talent and a keen eye for detail, I can offer innovative ideas and can adapt to various scenarios and jobs, making me a versatile, pleasant individual to work with.

EXPERIENCE

Rescue Me	Short	Casting Director	Amancay Films	2012
Jackpot 24/7	Commercial	Runner	Dene Films	2012
Just Dance: Xbox Kinect	Corporate	Assistant (Art Department)	Dene Films	2012
D-Effects	Feature	Casting Assistant	Ouranos Films	2012
Orthodox	Promo for Feature	Script Supervisor & Casting Assistant	Zeitgeist Films	2012
Spoof Shower Gel Advert	Commercial	Casting Director & Boom Operator	The National Youth Film Academy	2012
The Poppy Girl	Short Film	Director & Casting Director	The National Youth Film Academy	2012
Matt's Magic Hour	Radio	Producer & co- Presenter	Surge Radio	2011- 2012
The Christmas Broadcast	Live TV	VT Camera Operator	SUSUtv	2011
Talk the Talk	TV Show	Camera Operator	SUSUtv	2011

SKILLS

INDUSTRY-RELATED

- Movie Magic Scheduling and Movie Magic Budgeting
- Avid Media Composer 5 (basic editing)
- Sony Vegas Pro (basic editing)
- Cubase (music production)
- Camera operating (basic)

GENERAL

- 97 WPM typing
- Languages (fluent in French and near-so in Spanish)
- Mac and PC proficient
- Writing
- Photography, Art & Design

ACTIVITIES

During my first semester at Southampton University I was an active member of SUSUtv, the student TV channel, where I was involved in a number of projects. I also produced & co-presented a radio show on a weekly basis for Surge Radio.

REFERENCES

Available upon Request.

PLEASE FIND MY GENERIC CV BELOW, WITH DETAILS OF PAST EMPLOYMENT.

SOPHIE ELLWOOD

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A FRIENDLY, MOTIVATED, HARD-WORKING INDIVIDUAL.

WILLING TO TRAVEL/RE-LOCATE

Key Skills:

- Organised
- Diligent and pays close attention to detail
- Excellent linguist and communicator
- Works well independently and as part of a team
- Proficient in Microsoft Office, Excel, Powerpoint and Pages

EDUCATION AND QUALIFICATIONS

Hayesfield School, Bath

International Bilingual School of Provence, Aix-en-Provence, France

OTHER

Level 3 BTEC/Diploma in Creative and Digital Media (2012)

A LEVEL'S

French: A*

Spanish: A*

English Literature: B

GCSE'S

French: A*

Spanish: A*

English Literature: A*

English Language: A

Maths: A

Double Science Award: A, A

R.S. Short course: A

Art: A

Textiles: A

I.T: Merit

History: B

CURRENT AND PREVIOUS EMPLOYMENT

DENE FILMS, NEWCASTLE

- ASSISTANT IN PRODUCTION AND BUSINESS DEVELOPMENT

NOVEMBER (4-WEEK PLACEMENT)

I was with Dene Films to assist in their production department.

When I was there I carried out location research for productions, catering options for their upcoming commercial shoot and sourced music for their commercials. When I was not busy helping out on set or doing research for their upcoming productions, I worked with the head of business development to source potential future clients.

NYFA PRODUCTIONS, NEWCASTLE

- HEAD OF PRODUCTION

JULY 2012-OCTOBER 2012 (BUT HAVE BEEN WITH THE COMPANY SINCE FEBRUARY 2012)

As managing producer my duties to NYFA Productions have included creating team delivery objectives, delivering personal performance agreements, creating the content and templates for film packages, developing website and marketing content, delegating tasks and monitoring everyone's progress within my department. One of my main roles within NYFA Productions was to meet with industry professionals and make sure that we were maintaining these relationships. I also worked closely with other departments to ensure that the company ran smoothly.

SECOND BRIDGE NIGHTCLUB, BATH

- EVENT PROMOTER

JUNE 2011-SEPTEMBER 2011

I was a promoter for Second Bridge's nightclub in Bath. This involved me going out on various nights, targeting large groups of young people to convince them to come to the club's new Friday night theme. Not only did I promote via face-to-face contact but I also used social media to my advantage to create event pages and spread the word on online student forums where I knew people would be interested.

HAYESFIELD GIRLS SCHOOL, BATH

- FRENCH LANGUAGE ASSISTANT

SEPTEMBER 2010-JUNE 2011

During my last year of sixth form I volunteered to assist the GCSE French students in class once a fortnight. I also took them out in small groups to practise conversation with them in the run-up to their exams.

MAYTHER CARD SHOP, BATH

- WEEKEND SALES ASSISTANT

SEPTEMBER 2009-SEPTEMBER 2011

As a sales assistant my duties entailed monitoring the stock levels in the shop, serving customers and running errands for the manager. I always strived to deliver the best customer service and I was always prompt to re-stock the shop when stock was low.

THE ROYAL PAVILLION CAFE, BATH

- PART TIME WAITRESS

NOVEMBER 2008-MAY 2009

During my time at the café I developed some catering skills as I was making food to sell throughout the day and serving food and drinks at the till. When I wasn't serving customers I would be setting up tables, making food and cleaning the kitchen.

ACTIVITIES

- Music and the performing arts
- travelling
- cooking