

Warren Spencer

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Profile

A conscientious and efficient individual with several years' experience both in and out of the Media Industry. Skills range from Administration and PA work to Technical and Creative roles. Looking for Production Assistant roles.

Key Skills

- IT Literate, versed in PC and Mac applications
- Strong prioritising and organisational skills, able to manage workloads and prioritise
- Good communication skills with high attention to detail
- Excellent interpersonal skills
- Highly self-motivated problem solver with positive, friendly and flexible approach

Media Career History – Freelance Roles

Covid Supervisor, ITV

'The Walk-in'

July – Nov 2021

Co-ordination of covid testing for 80 cast members and verification of crew health checks for ITV Primetime drama series with Stephen Graham. Supervision on set to ensure Covid compliance.

Production Manager

2018-2019

'Hand-to-Mouth'

Arranging call sheets and crew, also sound recorded for London Live TV show.

Production Manager

2017

'Haraam'

Arranging call sheets and coordinating cast/crew for low budget Indie Feature.

Rushes Runner

2016

'The Level'

Delivering rushes between London and Brighton for ITV series (Hillbilly Films)

Driver/Media Wrangler

2016

'Secrets of the SAS'

War Drama Reconstruction for Channel Five series (Red Planet Pictures)

Director/Videographer/Editor/Producer

2012-2016

Produced various corporate videos, music videos and documentaries on behalf of multiple clients.

Editor, The Actor's Studio, Pinewood Studios

2014-2015

Editor for actor's course graduation show-reels. (Final Cut Pro X)

Video Editor & Social Media Publicist, OVC Media

2014-2015

Video Editor for Music and DVD Publishing Company (FCPX)

Creating visual content to promote streams/downloads of music content from iTunes / Deezer catalogue.

Everything Audio, Elstree Studios

2012 – 2013

Administrator for Audio Equipment company, developing website and undertaking general office duties.

Freelance Film Technician / Production Assistant

2000 – 2010

Worked for various UK / International television and film production companies.

(Separate CV available for this period)

Admin Career History

Appeals Executive, Group Nexus

Sept 2016 – Feb 2020, then March 2022 - current

Responding to parking charge appeals and auditing related materials. Presently WFH position.

Customer Service Agent, Sensee (WFH)

Sept – Dec 2020

Contacting Covid-19 cases and contacts to offer support, guidance and to ensure isolation compliance.

Driver, VKL

July – Dec 2020

Transporting mental health service users between private and NHS hospitals.

TEFL Teacher

July – August 2019

Seasonal roles at Euroculture (based Hertfordshire) and Anglophiles Academic (Lincs), from ages 10-18.

Administrator, Hertsme Borough Council (Temp)

Feb-March 2016

Responding to Freedom of Information requests and general HR Department Support

TEFL (Teaching English as a Foreign Language) Teacher

Academia Solidaria, Valencia, Spain

January 2016

Teaching English as a Foreign Language from ages 16-65 from Beginner to Intermediate Level.

Recruitment Administrator

2015

Computacenter

Support Practice Projects Admin team in recruitment drives including co-ordination of telephone and face-to-face interviews. Overseeing and facilitating Interview Assessment days.

PA to CEO

2014-2015

Hertsme Citizens Advice Bureau

Supporting CEO in all aspects of administration and secretarial duties

Taking minutes at meetings; circulating papers and agendas for AGMs/regular meetings

HR duties including calculation of holiday entitlements.

Recruitment Coordinator

2012-2014

VKL Nursing Agency

VKL provide Recruitment solutions and other services to Public Sector and private Health organizations. Rejoined VKL to develop new business within existing accounts and place temporary healthcare professionals into private health organisations.

Coordinated agency staff bookings utilising internal database, also coordinated transport.

Seeking out new opportunities and developed business to provide Specialist transport and qualified

Escort services for NHS and Private Mental Health customers

Administrator/Recruitment Coordinator/Resourcer

2006-2011

VKL Nursing and Healthcare Services

Responsibilities including administrator, recruitment coordinator and transport coordinator.

Helped set up a perm recruitment desk specialising in providing permanent recruitment solutions.

Utilised Boolean search techniques to find high calibre best-fit candidates for various roles including Doctors, Clinical Managers, Qualified nurses and other healthcare professionals.

Assistant Broadcast Manager

2005

Camelot

Supported the Broadcast Manager and Head of Broadcast

Diary Management, booking rooms, preparing meetings and other PA duties.

Liaising between Draw Presenters & agents, BBC in-house & external production companies

Undertook supervisory activity at Daily draw at both MTV and BBC.

Compiled PowerPoint / Excel based viewing figures for weekly Marketing meetings.

Skills: Microsoft Office: Word, Excel, PowerPoint, Outlook. Final Cut Pro, Premiere Pro, Cubase.

Education and Training

- Essential Skills for Production Co-ordinators course, DV Talent, November 2018
- Basic Book-Keeping Level 1, 2010.
- 10 GCSEs and 1 A Level, Hillside School, Herts