

Robin Guy

Telephone: 07592307775

Email: robinguy98@gmail.com

Personal Profile

A highly self-motivated individual with an outstanding work ethic. Dependable and with excellent written and verbal communication skills, I am passionate about utilising my skills within the workplace. As a recent graduate, I am accustomed to using my organisational skills and meeting deadlines, and enjoy working both individually and as part of a team. I take pride in completing any task with enthusiasm and to the best of my ability. Currently seeking a part-time job in the field of the arts, I am aiming to further develop my skills in a professional environment and make a positive contribution to the creative industry.

Skills / Qualities

- Excellent written communication skills and proof-reading skills
- Ability to learn new tasks quickly and problem-solve in any situation
- Excellent research skills for any topic
- Proven ability to organise and prioritise work as well as meet strict deadlines
- Enthusiasm and passion for learning and developing any skills
- Appropriate IT skills in all areas of Microsoft Word, and Google Drive, Docs, and Sheets
- Friendly, approachable, and polite
- Patient, empathetic, and compassionate - a great listener

Work Experience

June 2021 – present: Games Master, Escape Hunt Leeds

- Customer service – hosting guests, taking phone calls, responding to emails
- Running games, using innovation with giving clues and creating a story
- Resetting games in short spaces of time, utilising organisational skills
- Bartending – serving drinks to customers, taking payments
- Using various types of computer software (e.g. games operations, bookings, Excel)
- Teamwork and leadership – working together and delegating tasks

November 2020 - present: Blog Writer, 25YL / Horror Obsessive

- Writing blogs about films and television series
- Researching for articles
- Collaborating with fellow writers and editors in Discord

January 2016 – March 2021: Social Media and Blog Writing Freelancer, Zebra Consulting Group

- Social media management on a regular basis
- Content creation for sites such as Facebook, Instagram, Twitter, and LinkedIn
- Scheduling social media content using sites such as Hootsuite and Buffer
- Writing and publishing articles for global enterprise alliance on a regular basis
- Proof-reading blogs and writing pieces
- Book editing and feedback

September 2018 – May 2020: Peer Learning Mentor, Leeds Trinity University

- Providing students with guidance on their assignments
- Proof-reading essays and giving feedback
- Giving general advice and support to students

April 2019 - May 2019: Production Assistant (Placement), Talking Lens Productions

- Proof-reading and editing scripts
- Creating a complete shot list for a feature film
- Creating storyboards for a feature film
- Runner on-set - providing tea/coffee to cast and crew
- Problem solving on set and in the production office

May 2018 – June 2018: Escape Game Writer (Placement), Trinity Games

- Writing and creating puzzles
- Giving a presentation on my experience of educational escape games
- Collaborating with a fellow student on creating the escape game
- Creating props for the puzzles

April 2018: Scriptwriter (PLA), Leeds Trinity University

- Writing the script for a live television broadcast
- Collaborating with a fellow student in scriptwriting
- Operating autocue during the live show

March 2016 – September 2016: Bed and Breakfast Assistant, Sunningdale Guest House

- Cleaning and servicing rooms
- Dealing with general enquiries from customers

March 2013 – October 2014: Bed and Breakfast Assistant, Rose Dene Guest House

- Serving breakfasts
- Cleaning and servicing rooms

Education

- **September 2017 - August 2020: Leeds Trinity University**

BA (Hons): English and Film (1:1)

- **September 2015 - June 2017: Scarborough Sixth Form College**

A-Levels: EPQ (A*), English Literature (A), Psychology (A), Biology (B)

- **September 2010 - July 2015: St. Augustine's Secondary School**

GCSEs: English Literature (A*), English Language (A*), Biology (A*), Chemistry (A*), Physics (A*), Maths (A), German (A), Religious Education (A), History (B), Statistics (B)

References

Available on request