

# EVANGELINE BATEMAN

## CONTACT INFORMATION



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Bracknell, Berkshire, UK

## PROFILE

Having graduated with 2:1 in BSc Environmental Management with Business, my degree programme has helped to develop several key competencies, in relation to project management, environmental impact assessment, and sustainability, while also providing me with excellent research and analysis skills. These studies have been supported by my work experience within location filming domains, gaining exposure to and establishing a range of skills, relating to stakeholder communication, strategic planning, sustainability filming guidelines, process improvement, networking, and client engagements. A highly motivated individual, I am now looking to further my experience within the location filming industry.

## EDUCATION & QUALIFICATIONS

**BSC Environmental Management with Business (2:1)** University of Southampton | 2018 - 2021  
**Dissertation Title:** 'Evaluating the Sustainability of Location Filming'

**A-levels: AAA (Geography, Business, Economics)**  
**GCSEs: 10 A\*- B (including English and Mathematics)** Ranelagh | 2014 – 2018

## KEY INFORMATION

Full UK Driving Licence – Clean  
References available on request

## WORK EXPERIENCE

### Volunteer/Project Assistant

The Generator Project | Jul 2021 - Present

#### Responsibilities:

Events coordination, in relation to the planning & organisation of the project launch, with regards to distributing invites, creating a mailing list, monitoring the email account, contacting suppliers for the resources page, and overseeing the event room set-up with logos, videos, and text. By engaging directly with film & TV Crews, production companies, film offices, and equipment suppliers.

### Sustainability Filming Placement

Windsor Great Park, Crown Estate | Sep 2020 – July 2021

#### Responsibilities:

Participating in continuous professional development opportunities, in relation to writing sustainability filming guidelines, as well as providing direct assistance with and observing all film reconnaissance operations, including set-up, shoot, and strike days. Interviewing industry experts gaining a more advanced understanding of the film industry and the different sustainable location filming practices. Implementation and adherence in compliance with outlined non-disclosure agreements and confidentiality policies.

### Hospitality and Conference Manager (Part Time)

Levy Restaurant UK Compass Group (Madejski Stadium) | Aug 2016 - Present

#### Responsibilities:

Overseeing a team that prepares food and beverages to a high quality, industry standard, maintaining exemplary levels of hygiene and client engagement, in order to ensure an optimal customer experience in demanding time conditions. Financial coordination, relating to cash-handling and client transactions. Ensuring that the dining area is sanitised, in accordance with H&S best practice, as well as presentable, in order to reflect good company values. General administration, with regards to completing all required paperwork.

### Other Experience

- Front of House, Lapland UK (Dec 2020)
- Club House Assistant, Sunningdale Heath Golf Club (Aug – Oct 2019)
- Work Experience, Windsor Great Park (Feb 2017)

## SKILLS

- Project Management
- Environmental Impact Assessment
- Environmental Law
- Corporate Social Responsibility
- Sustainability Filming Guidelines
- Stakeholder Management
- Strategic Planning
- Process Improvement
- Client Engagements
- Customer Service
- Networking
- Interviewing
- Report Writing
- Confidentiality Regulations
- Data Management
- Events Coordination
- General Administration
- GIS
- IT Literate (MS Office)
- Communication
- Organisation
- Interpersonal Skills
- Teamwork
- Time-Management
- Problem Solving
- Decision Making
- Adaptable
- Inventory Management