

CHRISTINA TUTTY

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PROFILE

In 2021 I decided to change career path and take the steps to study a BA degree in film production Which I completed in September last year. Following on from that I have been Doing an MA degree in filmmaking at central film school. During that time I have been learning what key elements are involved in production management and producing through making short films and documentary. Away from that, I have worked on the feature film 'Best Geezer' as clapper loader/ 2nd AC.

KEY SKILLS

- Customer service
- IT
- Administration
- Cash handling
- Planning
- Collaboration
- Problem solving
- Risk assessments
- Clapper loading
- Basic budgeting & Scheduling
- Call sheets

EMPLOYMENT HISTORY

May 2024 - Essex Education Consultancy services (Temp)

- Exam Invigilator

June 2021-Aug 2021 Able Group (Temp position)

- Answering inbound calls
- Making bookings for pest control visits

Jan 2021- May 2021 Covid Vaccination Centre (VOLUNTEER)

- Meeting and greeting patients
- Taking temperatures
- Escorting them into and out of clinic
- Booking in Patients for their appointments
- Answering queries
- Monitoring them after vaccination

The Range-Nov 2020-Dec 2020 (Xmas temp evenings)

- Stock replenishment
- Facing up store

Fisco-July-Sep 2020 (temp work)

- Assembling tape measures
- Packing individual items and bulk packing for dispatch and stock.

March 2020-July 2020 Unemployed due to Covid-19 National Lockdown

Monitor Audio/Roksan-Sep 2019-Dec 2019 (Service & Repair technician)

- Servicing and repairing cd players & amplifiers for customers, ie cd player lasers, cd mechs, pcb level components, output devices, buttons, transformers, Led's, displays. Packing items for dispatch.

Cantel Medical UK (Electro-mechanical technician) Aug 2018-Sep 2019

- Soldering and wiring pcb boards
- Stripping and Cutting wires
- Building Surestore Machines-(cleaning machines for endoscopes)
- Programming the machine and adding software to Pc
- Assembling electrical components to fit into the unit
- Fault finding
- Repairing units
- Attending production meetings
- Restructuring build manual
- Reading basic wiring diagrams/technical drawings
- Training new starters
- Use of pat tester & Omnia II dielectric tester

Rega Research ltd-Nov 2013-Jan 2018

- Soldering circuit boards
- Wiring circuit boards
- Building and testing CD players and amplifiers
- Building and testing Tone arms for Turntables

Converso-Aug 2013-Nov 2013 (temporary position, prudential campaign)

- Admin duties-writing letters in response to enquiring emails, web mails and letters. Filing and scanning documents.
- Quality compliance-Listening to agents calls, filling out screening forms and giving feedback to agents on how well they have done and how they could improve their customer service skills.

Mk Electrics-Dec 2012 (temporary position)

- Assembling and packing light switches
- Working quickly & efficiently to complete tasks

Kongsberg Automotive-May-June 2012 (temporary position)

- Assembly of automotive parts for cars, vans, tractors-foot pedals, devices for opening/closing car windows, cables for steering and breaks, gear sticks, kits for each device

Tcl-Aug 2011-Feb 2012

- Assembling circuit boards, small components and chips
- Soldering and re-working of circuit boards
- Building alarms and remotes

Egl Homecare-April-July 2011 (temporary position)

- Picking and packing of sponges and cloths

Tesco-Aug-Oct 2007

- Cashier-cash handling & till operation
- Stock replenishment
- Bake off

Betfred Bookmakers-Jan 2005-April 2011 & Sep 2012-Nov 2012

- Duty Manager-opening, setting up and running shop for business day, closing shop
- Cash handling-taking payment and paying out of bets
- Banking cash overflow of the day
- Admin duties-answering calls, taking messages, communicating with other shops within the area, Staff rotas

EDUCATION

Central film school - MA degree Filmmaking 2023 - Present
SAE Institute - BA (Hons) degree Film Production 2021-2023

REFERENCES:

Available on request.