

# Joe Gipps

PRODUCTION ASSISTANT / FLOOR RUNNER

Based in St. Albans

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## ABOUT ME

I am a new entrant to the film industry looking for entry level work as a runner so I can learn more and go down the production route. I work very well as part of a team and on my own with experience on building sites and behind the bar working as a part of multiple teams communicating effectively to complete any task I'm given. Given the opportunity, I would be ready to show my capability in a busy and ever changing work environment.

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## PROFESSIONAL EXPERIENCE

NOV 2023 - PRESENT

E-COMMERCE MANAGER & ADMINISTRATOR - **E-COMMERCE STORE**

I've learnt a lot from running my e-commerce store, how to communicate with suppliers, how to take photos that will attract customers, and how to create and maintain organised spreadsheets for tracking profits, losses, and expenses as well as market research.

AUG 2023 - 2 DAYS

BAR STAFF - **TEMP WORK**

Although short, my work as temporary bar staff helped consolidate my ability to work as part of a team. I continued to learn new skills on the job, learning how to prepare and serve cocktails, pull pints, and deliver any other drinks in a timely and efficient manner. I would also make sure to always provide excellent customer service, handle cash and card transactions and process payments accurately. Another part of my job was to stay on top of any promotions and keep the bar area clean and organised at all times.

AUG 2019 - NOV 2022

Labourer - **CHASTONS LTD**

Working as a labourer for Chastons Ltd I carried out physically demanding work that required not only strength and endurance but also the ability to quickly adapt in a fast paced environment if needed. Whilst following health and safety guidelines and working as a part of different teams efficiently, I would often learn new skills on the job. The skills I learned whilst working on the job include the use of various hand and power tools, how to communicate effectively with co-workers, and how to follow a strict timeline to make sure that important tasks are always done on time.

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**GDPR Statement: This CV may be kept on file and distributed for employment purposes.**

## CONTACT

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## SKILLS / Training

ScreenSkills

**Training Passport**

ScreenSkills

**From Script to Screen**

Adobe

**Photoshop & Illustrator**

Google

**Docs & Sheets**

Screenwriting

**WriterDuet**

## SKILLS / TRAINING

2019 - 2021

**Marlborough Science Academy  
(C, C, D)**

Film Studies, EPQ Artefact, and English

2014 - 2019

**Marlborough Science Academy  
(5, 4, 5, 5, 4)**

English Lan, English Lit, Classics, History, Maths

## KEY QUALITIES

- Ability to learn new skills quickly
- Hardworking and attentive
- High Attention to detail
- Able to multitask efficiently and effectively