

Imogen Allen

✉ imogenjallen@gmail.com

☎ 07713771477

📍 West Sussex | Willing to Relocate

🚗 Full Driving License

🌐 linkedin.com/in/imogenjallen

📄 Profile

An Organised and enthusiastic creative professional with a BA in Film and Television and over four years of practical experience in production environments. Proven ability to manage administrative tasks, work independently, and provide excellent customer-facing service through eight years in retail and freelance work. Calm under pressure and adaptable to fast-paced environments, with a strong personal interest in Film, Television and Theatre.

📄 Certifications & Training

- Full UK Driving Licence
- Fire Safety & Fire Extinguisher Training
- Don Boyd's Directing Masterclass
- Pitching a Screenplay Masterclass

🎬 Production Experience

Post Production Director

08/2025 – Present

Docu-series: "Just Between Us"

Line Producer & Director

08/2024 – 01/2025

Music Video: "Looking for a Sign"

Gaffer

03/2023 – 07/2023

BFI South-West Short Film: "In Memoriam"

Producer & Screenwriter

12/2022 – 05/2023

Short Film: "In the Moments After"

Production Assistant & Extra

02/2023 – 03/2023 | Short Film: "Heretic"

🏠 Organisations

University of Exeter Film Society, Vice President

09/2019 – 09/2021

St. Catherine's Hospice, General Volunteer

06/2016 – 04/2017

🔗 References

Telmo Santos, Art Department Runner

telmosantosechart@gmail.com, +44 7776 659488

Hannah Stubbings, Video Editor

Hannahstubbings@yahoo.co.uk, +44 7518 911080

Dr. Aidan Power,

Professor, Communications, Drama and Film,
University of Exeter

A.Power3@exeter.ac.uk

🎓 Education

BA (Hons) Film and Television, University of Exeter, UK

09/2019 – 07/2023

- Focus: Film production & theory, editing, screenwriting and production management
- Trained in industry-standard equipment and editing software

Study abroad, University of Leiden, NL

08/2021 – 07/2022 | Humanities & Social Sciences

- Studied Arts & Media, Anthropology, History, Sociology, Psychology and Political Philosophy.

🏢 Professional Experience

Keyholder & Sales Assistant, Grape Tree Ltd.

04/2024 – present

- Independently managed store operations during shifts, including opening/closing
- Provided excellent customer service and handled administrative documentation
- Collaborated with team members for stock control and delivery coordination

Social Media Coordinator & Copywriter, Freelance

09/2023 – 03/2024

- Designed and implemented content strategies for local businesses
- Wrote engaging copy and maintained brand voice across social media and websites
- Managed multiple clients and deadlines independently

Seasonal Night Shift Assistant, Iceland Foods

10/2020 – 12/2020

- Assisted in stock organisation and delivery handling during overnight shifts

Sales Assistant, Marks & Spencer

06/2018 – 03/2019

- Prepared and maintained shop floor and stockrooms
- Delivered high-level customer service and operated tills efficiently

🧠 Skills

Administrative & Operational

- Cash handling and customer service
- Office coordination, scheduling, document management
- Professional communication (in person, phone, email)

Creative & Practical

- Production planning, budgeting, and pitch deck preparation
- Experienced with lighting and camera setups for film production. Using professional grade equipment.

Technical

- Basic image and content editing/creation (Canva and Indesign)
- File sharing: (Dropbox, Google Drive, WeTransfer)
- Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Google Workspace (Docs, Sheets, Drive, Gmail)
- Video Editing and Colour Grading using Adobe Creative Suite, Da Vinci Resolve and Capcut

Personal & Interpersonal

- Calm and adaptable under pressure
- Excellent communication and interpersonal skills
- Quick to learn and highly organised
- Friendly, professional, and approachable attitude