

NICHOLAS SIMON

CURRICULUM VITAE

CONTACT

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London

FULL CLEAN DRIVERS LICENCE,
25+

SKILLS & CERTIFICATIONS

- Communication across different departments
- Client Relations
- Teamwork
- Resourceful
- Reliable
- Creativity
- Adobe Premier Pro, Logic, Cubase and Da Vinci Resolve
- Boom Operator and Sound Editor for 5 short films

ALLSPRING MEDIA

- Skills Bootcamp for Production Assistants

SCREEN SKILLS

- Addressing unconscious bias: basic awareness in the workplace

THE MARK MILSOME FOUNDATION

- Film and TV Online Safety Passport Course

EXTRA CURRICULAR

- Author of 'The Queen of Herts' novel
- Music Manuscript Collecting
- Music Composition and Performance

PROFILE

Reliable, quick thinking, hard working with a high degree of enthusiasm and professionalism in equal measure. Able to take and respond to direction efficiently. Particular passion for TV and Film production. Readily adaptable to support the needs of the team and the production office. I am looking for a role within the industry to further my knowledge and skills.

ON SET EXPERIENCE

- **Caravan 9, Square Eye Productions** MAR 2026
Runner and Sound Assistant

WORK EXPERIENCE

- **The Odyssey Cinema** DEC 2025 - CURRENT
Front of House, Bar and Box Office, part time
 - Administrative skills and customer service
 - Fast learning new ticket and item sales on different software
 - Flexible approach to allocating and covering shifts to ensure the cinema sufficiently staffed to operate smoothly
- **The Red Lion, Mitchells and Butlers** SEP 2025 - FEB 2026
Bar staff, part-time
 - Teamwork within a fast-paced environment
 - Training in making hot drinks, food hygiene and food handling
- **Molinare** NOV 2024
Office Runner, part time
 - Personal interactions with clients showing friendly and helpfulness
- **Art Comes Alive** DEC 2023 - NOV 2024
Project Manager Assistant, part time
 - Completed tasks and work effectively in collaboration with the team
 - Management of finances for events
- **Facilitated Writing** DEC 2021 - JUN 2022
Administrative Assistant, full time
 - Using excel spreadsheets of monthly work hours, events, and payments

EDUCATION

- BRISTOL UNIVERSITY** 2022-2023
Master of Composition of Music for Film and Television
- CARDIFF UNIVERSITY** 2018-2021
Bachelor of Music
- ST COLUMBA'S COLLEGE** 2011-2018
3 A Levels (Maths, Music, Computer Science)
7 GCSEs (Including English Grade B)

REFERENCES

Available upon request

GDPR - This CV may be kept on file and distributed for employment purposes.