

# TIFFANY OAMEN

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## ABOUT ME

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I am a resilient, enthusiastic, and highly organised individual with a degree in Software Engineering, currently transitioning into the film and TV industry with a deep appreciation for film and television production. While I am keen to gain placements in the Production Office department, which I view as the true brain of production—where everything that appears on screen begins—I also heavily enjoy being on set and thrive in that fast-paced, dynamic environment. I have a can-do attitude, adapt quickly to changing priorities, and thrive in high-pressure environments. With strong written and verbal communication skills, I am both proactive and flexible, quick to learn new software, and proficient on both Mac and PC systems—essential assets in production settings. Committed to continuously developing my skills, I am ready to apply my technical expertise, dedication, and knowledge to contribute meaningfully to various productions.

## SKILLS

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- **THEORETICAL KNOWLEDGE OF FILM PRODUCTION:** Familiar with the principles of camera operation, lighting, and sound design through self-learning.
- **STRONG COMMUNICATION SKILLS:** Excellent verbal and written communication skills for interpreting others' requirements and effectively conveying needs to departments and colleagues.
- **EXCELLENT ORGANISATION, TIME MANAGEMENT & PLANNING SKILLS:** Proven ability to manage multiple tasks, including prep schedules, emails, logistics, calendars and call sheets in a fast-paced environment.
- **BASIC VIDEO EDITING:** Basic proficiency in Adobe Premiere Pro.
- **PROFICIENT IN MICROSOFT OFFICE:** Proficient in Excel, PowerPoint, Word, and Access, useful for organising production schedules, budgets, and presentations.
- **PROGRAMMING LANGUAGES:** Java, SQL, C#, Kotlin

## SOFT SKILLS

- Attention to Detail, Problem-Solving, Teamwork, Creativity, Conflict Resolution, Willingness to Learn, Good Written and Verbal Communication, Emotional Intelligence, Empathy, Work Ethic, Proactivity, Sense of Urgency

## WORK EXPERIENCE

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### PRODUCTION ASSISTANT TRAINEE | ALL SPRING MEDIA

CESHAM, ENGLAND  
SEPT 2024 – OCT 2024

- Gained hands-on training in managing production paperwork, including call sheets, schedules, and release forms.
- Developed skills in budgeting, scheduling, and understanding production equipment.
- Learned how to develop, pitch, and present ideas effectively.
- Trained in legislation, copyright, and negotiation practices relevant to media production.
- Gained insights into responsible and sustainable production practices.
- Practised professional set etiquette, including communication protocols and safety compliance.
- **Key Skills:** Organisation, budgeting, scheduling, office coordination, production logistics, communication, set etiquette

### PRODUCTION ASSISTANT | METFILM SCHOOL

LONDON, ENGLAND  
SEPT 2024

#### *Betty Egg* (Student Short Film)

- Assisted with the setup and breakdown of equipment, ensuring everything was prepared and maintained for each scene.
- Handled lunch arrangements, including ordering, picking up deliveries, setting up tables, and managing waste. Provided teas and coffees for crew members throughout the shoot.
- Ran various errands to support the director and crew, ensuring production stayed on track.
- **Key Skills:** Organisation, communication, problem-solving, multitasking, time management.

### WEBSITE MANAGER | GANADOR WORLDWIDE (ONLINE CLOTHING BRAND)

REMOTE  
APRIL 2020 – PRESENT

- Managed website updates and content, improving user navigation and driving sales.
- Improved user navigation and reduced bounce rates by 20%, demonstrating data-driven problem-solving.
- Assisted at brand events, providing hands-on support and adapting to live situations.
- Handled administrative tasks related to inventory, product listings, and customer queries.
- **Key Skills:** Project management, decision-making, communication, content management, teamwork.

#### WAREHOUSE ASSISTANT | FIRST CALL SERVICES (FOR HAWES & CURTIS)

ENFIELD, ENGLAND  
JUNE 2024 – JULY 2024

- Processed orders and prepared shipments quickly to meet tight deadlines.
- Organised and stacked pallets, demonstrating strong attention to detail.
- **Key Skills:** Efficiency under pressure, teamwork.

#### CUSTOMER SERVICE ASSISTANT | OXFAM

POTTERS BAR, ENGLAND  
SEPT 2023 – OCT 2023

- Assisted customers with inquiries and provided support to enhance their shopping experience.
- Developed strong communication skills and the ability to resolve issues quickly.
- **Key Skills:** Customer service, communication, problem-solving, teamwork, adaptability.

### INDUSTRY TRAINING & CERTIFICATES

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#### SCREENSKILLS TRAINING PASSPORT | SCREENSKILLS

- **Skills:** Tackling Harassment and Bullying, Safeguarding for All

#### THE MARK MILSOME FOUNDATION - FILM AND TV ONLINE SAFETY PASSPORT COURSE | PROTRAININGS

- **Skills:** Health and Safety, Working Hours, Risk Assessment, Mental Health, Communication

#### INTRODUCTION TO SUSTAINABILITY FOR THE SCREEN INDUSTRIES | SCREENSKILLS

- **Skills:** Industry Net Zero Commitments, Environmental Impact Reduction, Sustainability Principles

#### FILMMAKING FUNDAMENTALS: FROM SCRIPT TO SCREEN | COURSE LINE

- **Skills:** Storytelling and Screenwriting, Cinematography, Directing, Film Marketing and Distribution

### ACHIEVEMENTS

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- **Shortlisted for TLR Creative Writing Competition | 26th May 2015 | Abuja, Nigeria**  
Recognised for creative writing skills, reflecting strong narrative abilities and attention to detail.

### EDUCATION

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#### SWANSEA UNIVERSITY

Software Engineering, BSc (Hons)

SWANSEA, WALES  
SEPT 2021 – JULY 2024

- **Grade Achieved:** 2:1, Upper Second-Class Honours
- **Notable Modules:** Project Management, Databases, User Experience

### HOBBIES & INTERESTS

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- Cinema, Screenwriting, Marvel Cinematic Universe (MCU) films, Dystopian YA Books, 1 Day Film Jam, Gymnastics

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