

# Henry Sam

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Hemel Hempstead, UK

## Production Assistant Profile

Detail-oriented and organised production assistant, seeking to leverage strong communication skills and a commitment to seeing projects through to completion in a fast-paced film or television production environment. Enthusiastic about developing new processes and enhancing technical expertise, while applying the knowledge and skills gained from previous experience.

## Key Skills

- Proficient in Microsoft Office and Google workspace
- Ability to multitask and work efficiently under pressure
- Screenskills Training Passport
- Driving License (over 25yo)
- Strong attention to detail
- Technological Adaptability
- Organisational skills
- Screenskills Tackling harassment and bullying at work
- Knowledge of production equipment and software
- Excellent communication and interpersonal skills
- Complex problem resolution
- Screenskills Safeguarding for all

## Professional Experience

**BFI Volunteer (68<sup>th</sup> BFI London Film Festival), BFI, UK**

**Oct 2024**

- Greet and engage with attendees and guests
- Assist and guide attendees to their designated screening locations
- Scanning tickets
- Delivered outstanding customer service
- Supplied attendees with relevant information and valuable resources
- Help manage crowd flow

**Audience Co-ordinator (The Masked Singer Series 6), Lost In TV, UK**

**Sept – Oct 2024**

- Delivered exceptional customer service
- Collaborating and communicating effectively with fellow audience coordinators
- Guaranteed that everything proceeded according to schedule
- Digitally scanned tickets
- Escorted and guided audience members to designated holding areas
- Handling ticketing and wristband distribution
- Guaranteeing the safety of all audience members
- Aiding the production team on-site
- Addressing ticketing issues and responding to customer inquiries

## Additional Experience

**Garden Centre Assistant**, British Garden Centres, Hemel Hempstead, UK (2019 - 2023)

**Composer**, Pitch & Sync, London, UK (2020)

## Education & Professional Development

**Production Assistant Skills Bootcamp** – All Spring Media (June – July 2024)

**Bachelor's degree in music production** – Leeds College of Music: 2:1 (2018 - 2019)

References available upon request, I give permission for my CV to be kept on file.