

NADIA ADOFO

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SALFORD

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DOB: 27/10/1993

OBJECTIVE

Based in Manchester, currently working as a *Programme Coordinator* at Creative UK and looking to develop going into a more senior position to further my career. I possess strong coordinating, administrative and organisational skills which I have been able to display in this role. I have completed a Television Studio Production degree and have an intensive skill set and understanding of the creative industries. I am very ambitious and eager to learn new skills, deepen my knowledge and excited to go widen my career options. I consider myself a self-motivated individual, capable of working under pressure. I have a clear mind with a practical approach to problem solving and the ambition to see things through to completion and high standards.

EXPERIENCE

Programme Coordinator, Creative UK, - November 2020 - Present

Currently working for Creative UK as a Programme Coordinator, where I coordinate and manage two business growth programmes in the organisation supporting creatives in all sub-sectors; organising and scheduling activities to facilitate the delivery of a portfolio of the growth programmes. From liaising with participants on the daily basis, to matching creatives with experts to receive bespoke mentoring, to running webinar series on how to set up your own business and holding bootcamps for specialised topics. This also includes administrative, operational, copywriting, social media, and community engagement to promote activity

Other Responsibilities:

- ❖ **Coordinating participant interest:** Oversight of the status of applications and keeping the programme team up to date. Assessing eligibility of applications, collation of attendee information and post activity feedback
- ❖ **Network research and contacts management:** researching networks and potential companies and being the key point person to engage. Liaising with marketing for network marketing packs.
- ❖ **Retaining accurate records:** maintenance of files, spreadsheets, and CRM system data.
- ❖ **Facilitating meetings:** making arrangements where necessary for Video Conference, conference calls or in-person meeting, including note taking.
- ❖ **Events administration:** help in the planning, implementation, and delivery of activity e.g., liaising with speakers, booking venues, caterers etc

Resource Consultant, Vital Human Resources – June 2018 – October 2020 - Worked as Resource Consultant at Vital where I actively resource candidates for jobs and match them to contract, temporary or permanent positions to our clients in the rail industry. My duties involve advertising job vacancies on job boards or on social media to attract candidates and build relationships. Screening candidates to make sure they meet

the client's requirements and prep them for potential interviews. Format CVs to a high-level standard and correspondence and to forward to clients regarding suitable applicants.

Receptionist/Front of House, ANS – May 2018 to June 2018 (temp) – Temporarily worked as a receptionist at ANS where my duties were greeting visitors in a friendly and professional manner. Offering drinks and hot beverages, making sure they sign in and a visitor badge is given out. Answering the phones and using the switchboard to connect callers and visitors to the right employees. Sort and distribute the mail that comes in and handle any company inquiries. Scheduling meetings and booking travel arrangements for executives and directors.

March 2018 to May 2018 – Made redundant from previous role and actively searching for a new opportunity.

Administrator, British Car Auction - November 2016 - Feb 2018 – I worked for an auction house as an administrator working under Mercedes Benz Finance Service dealing with Mercedes Vehicles that have come to their end of their leases that BCA collect from the customers'. My daily tasks involved going through and verify each customer's end of contract charges - such as excess miles, excess days hire charges and service history are accurate. Creating and sending letters to customers' who leases are about to end, uploading or updating records on the system and auditing daily reports. In this role I excelled in having a good eye for detail to spotting any errors and making sure every charge or reports are accurate for MBFS as well as being organized and having good time management.

Support Worker, Care Support 2014 – 2016 – During my time at University during the holiday breaks I started part time role as a support worker and then became full time when I finished university. My duties were to support the service users mainly the elderly in our care home as much as possible and follow the personalised care plan in their homes. Part of this included was getting the service users up and ready for the morning which sometimes included assisting with showers and getting them dressed. Prepare breakfast, lunch and dinner, administer medication and social inclusion. At bedtime would assist them getting ready for bed.

Assistant Floor Manager, TJC, The Jewellery Channel (2015) – Worked very closely with the presenters, making sure they had everything they needed for their slot this also involved making sure all the products was laid out in a particular order for when they would be shown on the program. Presenting the products in a presentable manner and making sure the studio floor was run smoothly during the live shows. I was responsible of counting in the presenter to making sure the props and jewellery was set out on the set.

Runner, Twenty Twenty, First Dates (2014/15) – I got the exciting opportunity to work on the program First Dates as the production runner. My role within the production was to make the blind dater's, feel as comfortable and relax as possible before their big date. I would help the daters loosen up and explain what's going to happen on and after their date. After their dates I was responsible of escorting them out of the restaurant and go for their interviews. I also worked on the pre-production side in the head office for a few weeks.

Runner, BBC, The Big Questions (2015) – I worked on The Big Questions for a few weeks when it was filming in Southampton/Portsmouth. My main duties were setting up the studio, the production office, the green room and putting signs up around the school and getting the show ready for the next day it was going live.

EDUCATION

Southampton Solent University: 2012 – 2015 - Graduated from University in 2015 with a grade of 2:1 in *Television Studio Production*.

A Levels: 4 A Levels – Advanced Creative Media 2010-2012
Media Studies 2010-2012

GCSE's: 11 GCSE's including English, Maths, ICT and Dutch 2007-2010

KEY SKILLS

- ❖ Excellent in administrative work & organisational skills
- ❖ Coordinating events/Events administration
- ❖ Effective team working and team leading.
- ❖ Good communication skills
- ❖ Excellent time management
- ❖ A keen eye for detail
- ❖ UK Full Driving License
- ❖ Strong IT Proficient in – in all Microsoft Office packages
- ❖ Audio Media Skills – Radio & TV Studio Operation & Presenting

ABOUT ME

I am a very bubbly and sociable person that is always up for a laugh, that enjoys going out for dinner/drinks with friends, family, and work colleagues.

I am a member of the gym that I try go at least a couple of times a week! I am also really enjoying getting back into swimming which is one of my favorite sport activities to do. Exercise helps to keep me motivated and allows me to focus my time doing something that keeps me fit and healthy.

I also enjoy visiting the cinema and like to stay up to date with current films that are out.

I tend to watch a lot of topical television shows and documentaries as I find very fascinating and good to keep up with the current affairs.

REFERENCES AVAILIABLE ON REQUEST