

INES OUAKNINE

Rushes runner/runner

Mobile: 07446 232152 Email: ouaknineines@gmail.com LinkedIn: Ines Ouaknine

- Driver with clean French licence - Based in Bristol

EDUCATION & TRAINING

2024 - Workforce and High End TV Development Programme with the Bottle Yard Studios.

2024 - The Open University, 6 weeks completed online course on "Reading the screen: an introduction to the art of film" in collaboration with the British Film Institute.

2019 - International Public Law degree, Aix-Marseille University, France.

2015 - Baccalauréat Economic and social Sciences, France.

LANGUAGES

French - fluent

English - fluent

REFERENCES

Matt Grass.
Actor and Producer.
Details on request.

Mario Pontarollo.
Sales Director.
Details on request.

I hereby consent to the processing of this CV and the contents contained therein by anyone who receives this document for the sole purpose of considering my application for employment opportunities.

PROFILE

Currently the Music Administrator at Bristol Cathedral Choir School, I've developed strong organisational and logistical skills while managing a team of over thirty music teachers. My transition from law to film has been driven by an unwavering commitment and passion to immerse myself in the art of cinema. This was not a decision made lightly, but one that fuels my dedication to supporting a fast-paced production environment, where my attention to detail and ability to thrive under pressure will contribute to the team's success.

- **Event Coordination:** Rehearsals, bookings and ticketing, programs and smooth communication.
- **Staff Management:** Timetabling and supporting the well-being of a team.
- **Administrative Support:** Staff support, invoices, tracking waiting lists, assisting decision-making.
- **Scheduling:** Managing tight timelines and adapting to last-minute changes.
- **Problem-Solving:** Addressing unexpected challenges.
- **Communication:** Maintaining clear communication.
- **Technical Understanding:** Familiar with walkie-talkie communication for on-site coordination.
- **Event-Day Commitment:** Long Hours.

OTHER WORK EXPERIENCE

Sales Representative - Fer à Cheval, Marseille (July 2022 - October 2022)

- **Event Coordination:** Logistics, set-up, accommodation, document prep, and business follow-up.
- **Partnership Development:** Build and maintain relationships.
- **Logistics Support:** Coordination and smooth operations.
- **Event Commitment:** Long hours.

Store Manager & Tour Guide - Fer à Cheval, Marseille (Sept 2021 - July 2022)

- **Team Leadership:** Responsibility, delegating, store operations.
- **Operations:** Opening/closing, cash flow, stock control, and orders.
- **Tour Management:** Communication, logistics and maintaining relationships.

Law Translator for the European Union of Chiropractors (self-employed)

- **Time and money management:** Time management, tight deadlines and delivery of high-quality work.
- **Communication:** Facilitate clear communication.

Student Jobs

- January - march 2020 : Barista at Mary Jane's coffee, white ladies road, Bristol
- September - November 2019: Saleswoman in a thrift shop, France, Marseille.
- June - August 2019: Saleswoman at Massimo Dutti, France, Marseille
- May - August 2018: Saleswoman at MISAKO, Marseille, France