

Janet Abe
Administrative Assistant
Birmingham, UK
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Personal Profile

I am an administrative assistant with a great passion for the television and film industry. I am able to work to objectives and deadlines, combined with exceptional time management and organisational skills gained from academic and work experience.

Key Skills

- **Microsoft Office (Word, Excel, Outlook)**
- **Communication**
- **Time management**
- **Customer service**
- **Problem solving**
- **Teamwork**
- **Flexibility**

Credits

Black Coppice Films | short film | Production Runner

- Assisted production staff with camera set up and audio and lighting visuals.
- Proofread scripts and analysed surroundings to ensure continuity throughout filming.
- Performed general duties and maintained cleanliness of set during filming.
- Operated clapperboard at the beginning of each take.

North One TV & Optomen | Channel 5 & Channel 4 | Transcriber (voluntary)

- Listened and created written versions of video footage of The Gadget Show, Travel Man and Guy Martin's Battle of Britain.

Employment

Birmingham Law Society
January 2022 – present
Administrative Assistant (Membership)

Manor Production Services
March 2020 – December 2021
Receptionist

Superdry Plc
August 2019
Marketing and E-commerce Assistant (work experience)

Superdry
November 2017 – March 2020
Sales Assistant

Education and Qualifications

University of Wolverhampton
2016 - 2018 BA (HONS) in Media

Moate Business College, Ireland
2014 - 2015 Media Studies

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