

FAYE SORSBY

Accounts Cashier · Leeds/Bradford/Manchester based · 07599 834 196 · Full UK Driving License
· fayesorsby55@hotmail.com ·

Looking for further opportunities in High End TV and Feature Films. Self-managed, organised and reliable, with many transferable skills. Available from October 2023, also open to relocate.

CREDITS

THE LISTENERS

Element Pictures Productions UK Ltd

Role: Accounts Assistant – Equals

FC: Mary Jo O'Donoghue

Line Producer: Helen Blyth

BOAT STORY

Two Brothers Pictures

Role: Petty Cash Assistant

Accountant: Mehwish Butt

Line Producer: Nadia Jaynes

UPGRADED

Gulfstream Pictures

Role: Accounts Trainee

Accountant: Will Marwood

Producer: Karl Hall

TRAINING

APRIL 2022 – MAY 2022

SCREENSKILLS, MEMBER OF ACCOUNTS INDUSTRY TRAINING PROGRAMME

10-day training course led by Neil Cairns and thecallsheet, covering cast & crew payroll, Equity/Bectu Petty Cash/P-Cards, Purchase Orders, Invoices, PSL, reporting, protocol. Plus training about how the industry works, interview technique, CVs and Q&A's with crew.

SEPTEMBER 2020 – OCTOBER 2020

LEEDS TRINITY, REBOOT TV PRODUCTION SKILLS

Short course led by Ali Hobbs, learnt about budgeting, schedules and the production process. Completed Albert Sustainable training course and coronavirus basic awareness on product training by Screenskills.

WORK EXPERIENCE

MAR 2016 - MAY 2017/ MAR 2018 – JULY 2022

MORTGAGE ADMINISTRATOR, YORKSHIRE BUILDING SOCIETY

- Administrator, complaints handler, trainer and deputy for team leader
- Gained lean sigma yellow belt for process improvement
- Community champion for AGE UK – fundraising and volunteering

Transferable skills: Working to deadlines & accounts handling debits and credits and good with money and budgeting.

OCT 2015 – JAN 2016

CUSTOMER SERVICE ASSISTANT, BOOTS

- Used transferable skills from previous role
- Merchandising, selling and meeting targets
- Handling cash and balancing

Transferable Skills: excellent customer service skills, completing targets, handling cash and balancing.

SEPT 2012 – SEPT 2015

CUSTOMER SERVICE ADVISOR, MOTHERCARE AND EARLY LEARNING CENTRE

- Serving customers, answering calls, giving out product knowledge.
- Reaching sales targets and highlighting promotions and balancing tills.
- Merchandising, dealing with suppliers, delegating.

EDUCATION

2014 – 2015

CALDERDALE COLLEGE, PHOTOGRAPHIC MAKE UP

City & Guilds Level 2 Award in Photographic Make-Up

City & Guilds Level 2 Create an image based on a theme- Distinction

City & Guilds Level 2 Art of Photographic Make-up- Distinction

2010 – 2012

BRADFORD COLLEGE, TRAVEL AND TOURISM

OCR Level 3 Diploma In Travel & Tourism

OCR Functional Skills In Mathematics L2

NCFE Level 2 Award In Resort Representatives

NCFE Level 2 Award In Introduction To Cabin Crew

NCFE Level 2 Award In Developing Skills For Working In Hospitality, Leisure And Travel And Tourism Industry

City & Guilds Level 2 Award In Airfares And Ticketing

City & Guilds Level 2 Award In UK & Worldwide Geography

SKILLS

Creative, hardworking and committed individual. Other transferable skills include time management, communication, planning, interpersonal and computer skills. Additional to being flexible and adaptable.

REFERENCES AVAILABLE ON REQUEST

GDPR Statement:

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