

AIDAN HAWKINS

Floor Runner

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Location: London · Available from October

Professional Summary:

I am currently seeking to work on set or within a production office to develop my career in the production management sector. I have recently finished my MA in Film at Edinburgh Napier University and I am looking to relocate to integrate into a role whenever necessary.

Key Skills:

- *Tech Software* – Microsoft, Apple & Adobe products (Outlook, Word, Excel, Premier Pro)
- *Communication* – Organising and hosting meetings, correct telephone manner and working with multiple channels of communication, pitching projects and public speaking.
- *Punctuality and Time Management* - Achievement of attendance and presentation of one's self, Experience of daily scheduling and multi-tasking on multiple projects.
- *Cast and Crew Care and Communication* – Support and guidance when working with cast and crew.
- *Organisational Ability* – Working in project based scenarios, Documentation, Collation and Presentation of work.
- *Working in Hospitality* – Reception, Meeting and greeting guests, Addressing and facilitating needs, Handling bookings and Telephone calls.

Certifications:

Awardee: ScreenSkills

- Covid-19 Basic Awareness in production training

Awardee: British-Sign

- Introducing British Sign Language Course

Further Awards: National Citizenship Service

Employment and Volunteering:

Kick Ass Hostels – Bartender: 2021 – 2022

A demonstration of strong communication and teamwork skills, working in facilitating guests from around the world. Taking calls and bookings, working with deliveries, closing and cashing up.

Wetherspoons - Bar and Floor Assistant: 2018 - 2020

The fast pace nature of waitering, Long hours and following the set workplace specifications.

CFA Institute - Exam Proctor: 2017 – 2021

The passing and handling of important information and documents. The patience and vigilance to watch over a set group of individuals.

Marriott Hotels (Leisure) - Receptionist Assistant (Work Experience) - Summer 2016

Answering Phone Calls, Scheduling Client Sessions, Record Keeping, Cleaning Leisure Services and Updating Stock.

India – Volunteer: 2014

Group work, Teaching English and Renovation.

University – 2019/20

Social Sec (Ultimate Frisbee)

Education/Qualifications:

Screen Academy Scotland, Edinburgh Napier University: MA Film (Directing)

- Recognised Screen Skills course, working on practical assignments, industry workshops.
- I directed three short films and was the 1st AD' on a further three whilst attending the ScreenSkills accredited course.

The University of Lincoln: BA (Hons) Film Production

Accomplishments and Awards:

I have previously had my films 'Awaken' and 'Artusen' both shown at the BFI and Lottery funded **Indie Linc's Film Festival**. I am also an avid world traveler having been to 16+ countries in recent years. These experiences have allowed me to explore new cultures, boost my confidence and communication skills and has broadened my creative thoughts.

"This CV may be kept on file for any future purposes"