

# MATILDA J SMITH / CURRICULUM VITAE

## PROFILE

After a career in the camera department in film and television I retrained as an interior designer, graduating in 2017. Having worked as an office-based interior design junior for a couple of years I realised how much I had missed the world of filming. I am looking for further Petty Cash Buyer positions to aid my journey into Set Decoration. I have enjoyed being involved in the creation of spaces I have worked on so far and hope to broaden my skills.

Throughout my TV career I developed strong interpersonal skills, an eye for detail, and enjoyed the fast paced working environment. I have an enthusiastic approach to life in general and strive to apply the same attitude to my work. I am keen to learn and enjoy a challenge!

## PETTY CASH BUYER / ART DEPARTMENT ASSISTANT

'SIGNIFICANT OTHER' - DRAMA | Quay Street Productions | Aug - Nov 22

- Prod Designer - Vanessa Hawkins / Petty Cash buyer / Action Props

M & S - 'TOM KERRIDGE' | Chief Productions | July 2022

- Director - Mark Ingham / Buyer

'NOLLY' - DRAMA (period) | Quay Street Productions | May-June 2022

- Set Decorator - Fiona Gallagher / Petty Cash Buyer

'BETTER' - DRAMA | Sister Ltd | May 2022 (2 weeks)

- Production Buyer - Anna Crane / Petty Cash Buyer

JEYES - ITV IDENTIS | The Gate Films | Dec 21

- Art Director - Gillian Morris / Prep and Shoot day Art department assistant.

CBEEBIES 'YOU GOT THIS' TRAILER | Fetch Films | Nov 21

- Art Dir - Lisa Westwell / Prep and Shoot day Art department assistant

CO-OP - 'BENNY THE BEAR' | The Gate Films | Oct 21

- Art Dir - Lisa Westwell / Prep and Shoot day Art department assistant

LOUNGEWEAR | The Gate Films | Oct 21

- Art Dir - Nathan Miah / Shoot day Art department assistant

MANUAL 'GET IT SORTED' | The Gate Films | Oct 21

- Shoot day Art department assistant

ICELAND CHRISTMAS | Chief Productions | Oct 21

- Props Stylist - Penny Markham / Prep and Shoot day Art department assist

LOVE TO SHOP CHRISTMAS | Chief Productions | Oct 21

- Director - Mark Ingham / Prep day Art department assistant

ALDI HALLOWEEN ADVERT | McCann Manchester | Sept 21

- Art Dir - Alexa Hartle / Shoot day Art department assistant

JD SPORT 'PROJECT KING' XMAS | Sugar Free TV | Sept 21 (2 weeks)

- Art Dir - Stuart Hudson / Prep and Shoot Art department assistant

ASDA HALLOWEEN | Biscuit/4ShootsTV | Sept 21

- Art Dir - Jane Carol / Derigg Art department assistant

ALDI ROI HALLOWEEN | McCann Manchester | Sept 21

- Art Dir - Alexa Hartle / Shoot day Art department assistant



## CONTACT

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Full Drivers Licence

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 @inspiredcolouranddesign

## SOFT SKILLS

Adaptability

Strong interpersonal skills

Emotional Intelligence

Great at communication

Organisation

Research

## SOFTWARE

AutoCAD	●●●●○
Photoshop	●●●●○
Indesign	●●●●○
Microsoft Office	●●●●○
SketchUp & Layout	●●●●○
Revit	●●○●○
Lumion and Vray	●●●○

## SKILLS

Set Painting

Styling

Art Department running and buying

Photoshop rendering

Presentation Packages

Material Boards / Mood boards

Product Research

Sustainability Research

Site Analysis

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## INTERIOR DESIGN EMPLOYMENT

### THE SPACEMAKER INTERIORS, CHESHIRE | NOV 2021 – PRESENT

- Create 3D models in SketchUp and architectural drawings using SketchUp Layout.
- Assisted designer on site measuring days.
- Assistant stylist on photo shoots of finished properties.
- Create digital mood boards and compile client presentations with Photoshop & Indesign.
- Update products on Ivy/Houzz Pro and use Asana & Harvest for project management and time keeping.

### SARAH ROSSER INTERIORS, LONDON | MARCH 2021 – PRESENT

- Create 3D layouts in SketchUp and renderings with various design options when required.

### THE COMPLETE KITCHEN CO, CHORLEY | OCT 2017 – JAN 2021

(Previously Baileys Kitchen Renovations) - 3D kitchen visualiser

- Created kitchen layouts in SketchUp with various design options if required.
- Rendered visuals of chosen kitchen layout to present to Client.

### APM DESIGN, DARWEN | MARCH 2018 – NOV 2020

Junior Interior Designer – Worked on office, retail, hospitality and residential projects.

- Developed and refined digital mood boards and concept boards with InDesign.
- Created Key Client Presentation Documents and physical mood boards.
- Read Blueprints and created floor plans and space layouts.
- Assisted in making design selections, including but not limited to fabric, tile, paint, lighting and hardware.
- Corresponded with vendors for multiple client projects and scheduled rep visits.
- Gathered pricing and lead times for furnishing, fixtures and materials and collated FF&E documents.
- Prepared AutoCAD renders with Photoshop and computer-generated renderings from SketchUp models for review.
- Researched vendors and maintained catalogue of materials, vendors, and contractors for future work.
- Maintained the Materials Library, website, Facebook page and Instagram of APM.

### KLICK TECHNOLOGY, MANCHESTER | JULY 18 – MARCH 19

CAD Technician working with AutoCAD, Inventor and Revit to design science lab furniture layouts.

## WORK EXPERIENCE

### JM ARCHITECTS, MANCHESTER | AUGUST 2016

Having secured a unique opportunity with JM Architecture, I was immersed in various architectural processes for several projects:

- Visited sites and attended contractor meetings with senior staff.
- Produced inspiration and Photoshop visuals for various projects and researched product options.

### SBDP, BIRMINGHAM AUGUST 2015

While at SBDP I was involved with several projects. I produced space plans and updated CAD plans for client presentation. Other responsibilities included:

- Organised the product and material libraries.
- Produced inspiration and Photoshop visuals for various projects.
- Researched FF&E options and producing material boards for senior designers.



## EDUCATION

2013 – 2017 Interior Design BA Honors 2:1  
Bolton University (part-time)

2011 – 2013 Interior Design BTEC,  
Blackburn College

2012 2D CAD City and Guilds Level 2,  
Stockport College

1995 – 1999 Psychology and Film & Media  
BA Hon 1st,  
University of Stirling

## ACHIEVEMENTS

I won First Prize for my design for The Bolton Town Hall Renovation project. The prize was work experience at J M Architects, Manchester.

## INTERESTS

Art and Photography  
Cinema  
Design History  
Design Trends  
Sustainability in design  
Antiques  
Eating Out  
Travel  
Yoga