

salbrouwer@gmail.com

Driving: Over 23, Full Clean Driving Licence

Personal Statement

A focused, well-rounded professional with strong experience in administrative roles. Harbours a strong commitment to deliver high quality outputs, be it in fast-paced client-facing roles, or individually. Has a proven ability to set, work to and exceed targets, as well as managing and delegating large teams of up to 40 people to produce high quality work, whilst de-escalating any arising conflicts, providing solutions and solving problems. Keen to learn more skills in progress to a more senior role in a thriving work environment, as well as a strong interest in the film and TV industries.

Key Skills

Highly organised – Proactive, and able to prioritise tasks effectively as well as diary management, scheduling meetings, and filing and maintaining documentation.

Calm under pressure – Years of on-set experience has taught me composure and quick-thinking skills.

Strong financial management – Overseeing short film production budgets, and larger annual budgets in a corporate team setting.

Clear communicator – Confident in written and verbal communication to higher-ups and team members to achieve efficient plannings.

Administration skills – notetaking, scheduling meetings, co-ordinating travel, and asset management.

Detail-oriented, ensuring accuracy in all tasks, through taking a structured approach and taking time to understand every task.

Team focused, experienced in managing a team and creating a clear structure.

Creative problem-solver, adaptable in high-pressure environments, being able to think straight and stay on track, while always thinking of solutions.

Well organised, managing a team of new workers effectively to ensure they're always aware of current and upcoming workload and ensuring that tasks get done.

Microsoft office – Excel, Word, outlook

Employment History

Student Experience and Engagement Lead – UCEN Manchester September 2023 – June 2025

- Led a small team and managed their workplans. Delegated tasks and ensured they were always on track with company goals.
- Delivered engaging presentations to large audiences, promoting services and showcasing impact.
- Planned and scheduled annual campaigns and events, managing the full delivery cycle and budget.
- Reviewed and updated policies; clearly communicated changes across teams and departments.

Receptionist – Baby Platinum March 2023 – May 2023

- Conducted thorough security checks to maintain a safe environment.
- Diffused tense situations with clientele through strong communication and conflict resolution.
- Worked long, late-night shifts with reliability.
- Handled cash flow and admin services on a daily basis.

Degrees and qualifications

Bachelor of Arts in Film and TV Production – UCEN Manchester
Filmmaking Orientation Course – Open Studio Amsterdam

September 2020 – May 2023
September 2018 – September 2019

Credits

3rd AD Shadow – Lime Pictures

May 2023

Hollyoaks – TV Series

Sound Assistant – Weird Rainbow Films

May 2022

Secrets of a Wallaby Boy – Feature Film

Short Film Credits

Floor Runner – Yume Films

10th of May 2025 – 7th of June 2025

Sunday Rain – Music video

Co-producer – Passerine Films

April 2025 – Still in post-production

How Not To Try Again – Short Film

1st Assistant Director – Red Gremlin Productions

November 2024

Performance and Perpetuity – Short Film

1st Assistant Director – Yume Films

August 2023 – May 2024

Memory Chase – Short Film