

## Personal Statement

---

I am a highly motivated and hardworking individual; I have completed an Apprenticeship in Business and Administration and an A-Level in Media Studies whilst working full time. My GCSE and A Level grades were good, and I thoroughly enjoyed my Apprenticeship, which has given me so much knowledge and experience in the real world, but it has made me even more determined to get to university and achieve a degree in Film Studies. I successfully completed a Foundation Course at Leeds Trinity University in Media Studies and have just completed my second year working towards a BA Undergraduate Degree in Film Studies. I am currently in my second year at university and have recently secured a work placement until May editing for a sport Vlog company and I have also volunteered to work during the Leeds Film Festival 2025.

## Key Skills

---

- Excellent problem solving and numeracy skills.
- Good communication skills, both written and verbal, developed through presentations for the company I work for.
- Ability to take the initiative and work well under pressure, ensuring deadlines are met.
- Flexibility, working full time, whilst maintaining enthusiasm and commitment to my studies.
- Competent in Microsoft Office, including Word, Excel, Outlook, and Power Point.
- Competent in Sage accountancy systems
- Experience in the use of Photoshop and Adobe Premier Pro.
- How to tell stories using visual mediums.
- The use of composition, framing, blocking and camera positions and how to engage an audience.
- Working with images, and the basics of how to tell a story on screen.
- Directing - the role of the Director, how to communicate with actors and the key collaborative relationships which are at the core of filmmaking.
- Postproduction - An understanding of the importance of shooting for the edit the craft of editing. Camera, Lighting & Sound.
- The basics of camera, lighting, and sound to enable the production of short films.

## Education and Training

---

### Shelley College

(2016 – 2019)

#### GCSE Grades

- Physics – 6
- Maths – 7
- Biology – 6
- Chemistry – 7
- English Language – 6
- English Literature – 6
- History – 6
- Art – 5
- BTEC Media Studies – Merit

### WoodSpeen Training Apprenticeships

(2020 – 2021)

- Level 3 Business Administration – Pass

### High Speed Training

(2020)

- Display Screen Equipment (Health and Safety at Work)
- Level 2 Health and Safety in the Workplace.

### Future Learn

(2021)

- How to create great online content – University of Leeds and Institute of coding
- How to create a Social Media Marketing Campaign – University of Leeds and Institute of Coding

### First Steps into Film and TV

(2021)

- How you can build a Career in the Film and TV Industries

### Short course – Introduction to film – At MET Film Studios – Ealing Studios – London

(2022)

- How you can build a Career in the Film and TV Industries
- Storytelling for the screen
- Camera, lights, and sound
- Shooting for the edit
- Creative editing

## **InterHigh - Media Studies A Level**

**(2021 - 2022)**

- A Level Media Studies – C

## **Leeds Trinity University - Media Studies Foundation Course**

**(2022 - 2023)**

- Media Studies Foundation Course - Pass

## **Leeds Trinity University – Film Studies Undergraduate Degree (Year 1) 2:1**

**(2023 - Present)**

- Film Studies Undergraduate Degree (Year 1) – 2:1 (not got results for year 2 yet)

## **Work Experience**

---

### **Maintenance worker, Carr Hill House (June 2018 – 2020)**

Tasks:

- Maintenance of outdoor furniture – sanding, staining and painting.
- Clearing of gutters and garden debris.
- Maintenance of fields and gardens using drive on Lawn Mower.
- Use of machinery such as hedge trimmers, jet washes to maintain garden and clean patios.

### **Apprentice in Business Administration, PMW Quarries LTD (January 2020 – Present)**

Tasks:

- Administration / accounts supervisor with PMW Quarries Ltd (a construction material supplier with a turnover of £5.5m)
- Daily banking tasks (transfers, payments etc.)
- Credit control – dealing with customers via phone/ email & card transactions
- Dealing with customers pricing queries & proof of deliveries etc.
- Purchase ledger – dealing with suppliers, reconciling statements & making payments
- Annual leave allocation / approval
- Stationary ordering
- Updating of health & safety records
- Updating of personnel records
- Updating of fleet/vehicle records
- Processing DVLA information
- Ensuring insurances are up to date and correct
- Dealing with customer calls & orders over the phone & email., as well as complaints & queries.
- Liaising with financial director, sales/logistical staff, drivers and quarry staff

### **Escape Studios – Virtual Work Experience – Pearson College, London (June 2021)**

Tasks:

- Building new skills in VFX, Animation and Games,
- Introduced to new contacts
- Expanding professional network in the Creative Industry

### **Met Film – Work Experience – Introduction to Film Making – Ealing Studios, London (October 2021)**

Tasks:

- Storytelling for the screen
- Camera, Lights and sound
- Shooting for the edit
- Creative editing
- Directing and working as a crew
- Postproduction, filming and the edit.

### **Sports News Blitz – Content producer and Editor (April to present 2025)**

Task:

- Creating and editing short and long form sports journalism content

### **Leeds young Film Festival – Venue Volunteer (April 2025)**

Task:

- Ushering, children supervisor, location advisor, VR management.

## **Hobbies & Interests**

---

*I have a passion for film, and this has grown with my understanding, through my study of Media, of the work that goes on behind the scenes to create movies. I visit the cinema often and find myself analysing the style, the content and the genre and discussing with my friends later. I am a member of the British Film Industry, and I have completed a few short courses with them. I love attending comedy clubs and in particular the Secret comedy club and have been lucky enough to be attending the London Film and Comic Con conventions. I have also recently joined a film club in my local town, where we get to watch very unusual and old films and often meet the actors.*

## References

---

*Daniel Watson – Director of PMW Quarries*

07966241388

[danny@pmwquarries.co.uk](mailto:danny@pmwquarries.co.uk)

*Elric Williams – Tutor of Professional development and placements*

[e.williams@leedstrinity.ac.uk](mailto:e.williams@leedstrinity.ac.uk)