

EVE GRAY

CONTACT

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- 📍 Bristol

PROFILE

Detail-oriented and proactive individual with over five years of experience supporting video, audio, and documentary production. Skilled in sourcing stories, scripting, fact-checking, and coordinating production logistics. Confident communicator with a strong grasp of editorial standards, passionate about crafting engaging, accurate content for TV and digital platforms.

SKILLS

- Adobe Premiere Pro, DaVinci Resolve, Photoshop
- Scripting, storyboarding, and treatment writing.
- Logging footage, managing stock media, metadata tagging.
- Experience with Sony PXW-FS5K, Zoom F4 Sound Kit.
- Attention to detail.
- Organisation
- Adaptability
- Problem solving
- Communication skills.

EXPERIENCE

MULLIGAN BROTHERS MEDIA

Office Assistant | 2019- 2024

- Supported video production by researching topics, writing scripts, and drafting treatments.
- Conducted in-depth research for video scripts and podcast episodes.
- Fact-checked content prior to filming to ensure editorial integrity.
- Logging and labelling stock footage for streamlined post-production processes.
- Worked across multiple content formats including podcast research, short-form social clips, and documentary treatment
- Maintained clear and timely communication with editors, producers, and clients.
- Scripting videos for successful social media platforms to drive audience engagement.
- Supporting YouTube accounts at 472K and 437K subscribers.

MARKS & SPENCER

Customer Assistant | June 2024-June 2025

EDUCATION

University of Bristol

2021-2024

2:1 BA Film and English

Redhill Academy

2019-2021

AAA*

First-class dissertation on regional TV and crime drama (75).

Created two short fiction films and an interactive documentary in student production teams.

Developed strong research and writing skills across academic and practical modules.

- Delivered excellent customer service in a high-traffic retail environment and replenishing women's wear stock to maintain visual standards in the store.
 - Adapted quickly to changing floor plans during store renovation.
 - Mentored new team members, building team efficiency and trust. Analysed data trends to anticipate potential issues and implement preventative measures, reflecting strong research and problem-solving abilities.
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COMPLEAT FOOD

Technical Assistant | July 2025-Present

- Analysed data trends to anticipate potential issues and implement preventative measures, reflecting strong research and problem-solving abilities. #
- Managed the lifecycle of complex tasks from initial request through investigation, resolution, and reporting, demonstrating end-to-end project coordination skills.
- Created and maintained accurate, compliant technical documentation, showcasing attention to detail and the ability to follow formal processes.