

CAITLIN STEWART

Production Assistant

Email Address: caitlin.p.stewart.5@gmail.com

Phone Number: 07906613063

Location: Northampton

PROFILE

A determined and dedicated first class Psychology with Neuropsychology graduate with media experience. Through my research and time making projects, I realised how important and valuable psychological skills and knowledge are to the industry. I am confident that I can use my abilities and wisdom to contribute to a productive and successful company.

SKILLS

- Full Clean UK Driving Licence
- DBS Checked
- DaVinci Resolve Editor
- Adobe Graphics Creator
- Audacity Editor
- GIF Animator
- IT and Computing: Microsoft Office – Word, Excel, PowerPoint
- Social Media Skills: Instagram, Twitter, YouTube, TikTok
- Photoshop Skills
- Research Skills

QUALIFIED TRAINING

- First Aid: Medrock Training Limited, 29th June 2022
- Cognitive Issues, Equality and Diversity: Autism East Midlands, 19th July 2022
- Coronavirus Basic Awareness on Production: ScreenSkills, 31st October 2022
- Fire Safety Awareness: Autism East Midlands, 24th May 2022
- GDPR Awareness: Autism East Midlands, 16th January 2023
- Health & Safety and Risk Assessment: Autism East Midlands, 12th June 2021
- Makaton Level 1: The Makaton Charity, 10th January 2023
- Manual Handling Awareness: Autism East Midlands, 12th June 2021
- Mental Health Awareness: ScreenSkills, 31st October 2022

INTERESTS

- Equipment Officer (July 2020- June 2021) for Bangor University Film Society
- Team Captain (July 2020- June 2021) and Treasurer (July 2019- June 2020) for Bangor University Women's Basketball Team

MEDIA EMPLOYMENT

Diagnonsense | Mutt & Jeff Pictures | Art Department Assistant
24th October 2021, Northampton

- Assisted in setting up, decorating and taking down sets on a deaf production

OTHER EMPLOYMENT

Neo Magazine Reviewer: June 2023- present

- Writes concise and engaging reviews for anime shows
- Researches information for the anime shows

Customer Experience Team Member for Royal & Derngate and Northampton Filmhouse, Northampton: October 2021-present

- Promoting and selling the products, shows and films
- Presenting the venue as a helpful environment in busy times
- Having a pro-active attitude to fix problems and further progress of the event in morning, afternoon and evening hours

Support Worker for Autism East Midlands, Northampton: July 2019-present

- Provide professional care and practices towards service users with different development and backgrounds
- Produce detailed reports about the service users

Residential Mentor, Bangor University: September 2020- June 2021

- Supported and provided pastoral care to residents with different experiences and backgrounds
- Note taking and logged incidents involving the residents

Medigold Customer Service Advisor, Northampton: December 2016-January 2017, Christmas Holidays

- Processed referrals and other product related administration
- Updated clients' details, appointments, cancellations and queries

Leica Student Intern, London (Work Experience): March 2014

- Made information packs
- Found information about other studios
- Packed and organised products

MEDIA EXPERIENCE

- Created (Produced, Written, Directed and Edited) Northampton Filmhouse Advertising Video for Screen Northants TV (2022)
- Created (Written, Directed and Edited) a short film: Another Route for Rushden Lakes Artcodes (2021)
- Script Supervisor and Sound Recordist for Northampton Film Festival Video: Kind of a Big Deal (2023)
- Boom Operator for the short film: A Sober Dance by Full Metal Package (2022)
- Directed student micro-short film: The Deal (2018)
- Edited student micro-short film: Laughing Gas (2019)
- Sound Recordist and Boom Operator for a student short film: Laughing Gas (2019), Third Eye (2019), Between the Headphones (2021) and AM (2021)

EDUCATION

Bangor University- Graduated in 2021

- BSC Psychology with Neuropsychology: First Class

REFERENCES UPON REQUEST

GDPR- This CV may be kept on file and distributed for employment purposes