

# NOYENUM "NOYE" AKINFENWA



PRODUCTION ASSISTANT

## CONTACT

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- ✉️ noyenum7@outlook.com
- 📍 Open to relocating
- 🚗 Full UK Driving License

## INDUSTRY SKILLS

- Strategic Planning
- Communication
- Problem Solving
- Attention to Detail
- Creative Thinking
- Brand Development
- Adaptability to Change
- Graphic Design
- Animation
- Illustration

## TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Gmail, Docs, Sheets, Slides)
- Adobe Suite (Photoshop, Illustrator)
- Wordpress
- Procreate
- Miro
- Trello
- WEILO



## PROFILE

I rediscovered my passion for the industry after completing a 3-week Production Assistant Bootcamp and am keen to work and progress in Production Coordination. Leading up to that experience, I worked on visual design and logistics in project support roles for clients who work in events and marketing. Furthermore, one of the projects I worked on was featured in the Flatworld and Friends showcase in London in 2024.



## EXPERIENCE

**Production Assistant Bootcamp** 2025 - 2025  
All Spring Media

Responsibilities have included:

- Learning how to behave on set and how to support the crew and SA's
- How to complete risk assessments, use production equipment and how to implement appropriate sustainability procedures during production.

**Events and Visual Content Assistant** 2025 - 2025  
For The Love of Yoruba

Responsibilities have included:

- Creation of visual materials (e.g. flyers, signage, social promo assets)
- Point-person for visual checks and corrections during the event
- Producing business documents (risk assessments, event evaluation)

**Virtual / Personal Assistant** 2024 - 2025  
Freelance

Responsibilities have included:

- Office Administration (fielding calls, sourcing office supplies, photocopying, producing presentation slides, transcribing)
- Managing invoices and contracts with multiple clients as well as maintaining strong communication via Email and WhatsApp

**Warehouse Mail Sorter** 2024 - 2025  
Royal Mail

Responsibilities have included:

- Streamlining my team's workflow by organising and distributing tasks amongst ourselves, ensuring timely delivery
- Maintaining a level head while sorting high volumes of mail and upholding accuracy and efficiency



## EDUCATION

**Creative and Cultural Industries: Art Direction** 2021 - 2024  
Kingston University London