

Jordan James Cook

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Profile

Motivated and energetic professional with hands-on experience in TV production, Talent Management, and Client Service. Proven ability to support fast-paced productions, collaborate with diverse teams, and stay organised under pressure. Keen to build a career in Television as a reliable and resourceful Runner.

Skills

Teamwork, Communication, Organisation, Problem-solving, Adaptability, Creativity, Resilience, Microsoft 365, Adobe Creative Suite, Social Media Management

Education

BA (Hons) Fashion Communication & Styling – Middlesex University (2016 – 2019) Level 3 Diploma in Fashion – West Herts College (2014 – 2016)

Experience

Runner

ITV, Television Centre, London | 2019

- Distributed scripts to presenters and production staff on Lorraine and Loose Women ensuring updates were accurate and on time.
- Delivered essentials around the studio in a fast-paced environment to support live broadcasts.
- Collaborated with producers and technical teams to ensure smooth behind-the-scenes operations.

Talent Coordinator Assistant

HOST Talent Management, London | 2021 – 2024

- Liaised with talent and clients in a busy agency setting, supporting casting and partnership deals.
- Handled sensitive data and created efficient systems to improve workflows.
- Supported directors and producers in coordinating talent schedules.

Private Client Sales Executive

Connells Survey & Valuation, Leighton Buzzard | 2024 – 2025

- Enhanced client satisfaction by providing tailored property insights, increasing engagement by 20% within the first three months.
- Handled high-volume client accounts, managing billing and transaction updates using Salesforce and Surveyhub.

- Worked alongside panel management services for existing customers, achieving a 97% satisfaction rate through effective problem-solving and follow-up.

Additional Experience

Fashion Intern

Grazia Magazine, Bauer Media, London | 2018

Created mood boards and assisted with styling for editorial shoots.

Supported creative teams with photography and image editing.

Customer Assistant

Marks & Spencer, Berkhamsted | 2019 – 2021

Provided excellent customer service while managing stock and tills.

Ensured efficient store operations and supported team collaboration.

References provided upon request. **I am happy for this CV to be kept on any relevant databases**