

Cleo Kelley

Birmingham
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Third Year Student studying BA: English Literature and Film at the University of Birmingham. I am going on to study MA: Film and TV Production next year, having shot and edited media independently over the past year, I am eager to improve all facets of filmmaking proficiency through experience in the Film industry.

Work Experience

Film Office Liaison Trainee

Bath Film Office-Bath, Somerset
June 2026 to Present

Working alongside the Bath Film Office to assist in coordination efforts during the filming of an ITV series on location provided me with logistical management skills. I also gained insight into locations databases and how scouting may operate with an understanding of permits and licensing. I was involved during the building of sets and shooting days - keeping the location, as a popular wedding venue, organised during filming.

Bartender

Guild of Students, University of Birmingham-Birmingham
March 2025 to February 2026

Managed high-volume service in a high-intensity Student Union environment, maintaining professional composure and safety standards during peak-capacity shifts. Balanced late-night work shifts with full-time academic commitments, demonstrating exceptional resilience and time management

Barista

Soho Coffee Co
September 2022 to September 2023

Dealt with customers directly - taking orders and handling their bills, whilst being friendly and maintaining conversation. Made drinks at a proficient level with latte art and the ability to remember extensive, highly personalised orders. Making and serving breakfast orders, flatbreads, toasties and jacket potatoes - using the grill and ovens. Restocked fridges and shelves and cleaned the whole shop floor regularly and thoroughly - even opening and closing the cafe myself as well as dealing with pot wash.

Volunteer - House Leader

Royal High School Bath-Bath
March 2021 to May 2022

I was a House Leader in my school, this means that I launched and organised multiple Charity events, lead large groups of children in a variety of activities, collaborated with others in my school to produce new activities within my school that satisfied all students' needs. I worked closely with teachers in planning a lot of the events; which included, House Dance and Drama competition, Sport's day, several athletics charity events; my ability to collaborate and respect those who are in a higher position than me, I think, is integral to effective team-work and communication. By being this leader I have developed outstanding public-speaking skills and a positive, polite disposition - I am really motivated by helping and serving others, so therefore always perform to the best of my abilities.

Employee

Bath on Ice-Bath, Somerset
November 2021 to January 2022

I held various positions at Bath on Ice which included acting as a greeter, working behind the desk to exchange shoes for skates and vice versa. During skate sessions I performed waitressing and clean up duties. Bath on Ice was a great team experience and working hard with a large group was a very rewarding experience.

Ice Cream Server

La Cremaria-Bath, Somerset

May 2021 to August 2021

I worked daily at the La Cremaria ice cream parlour as a server. My responsibilities included serving ice cream, restocking tubs, completing the sale, and mopping up and closing down at night. The ice cream shop is very busy during the summer months, so my high energy, positive attitude helped me to interact with the regulars and tourists.

Volunteer

Bath City Farm-Bath

June 2018 to November 2020

As a volunteer at the Bath City Farm I had to care for the animals by feeding them and mucking out stalls which provided me with organisational skills and a newfound sense of responsibility and reliability in being a team-member. I had to assist in leading younger volunteers in their tasks and ensured all was done to the best of their abilities...

Education

English Literature and Film (Bachelor's degree)

University of Birmingham-Birmingham

September 2023 to Present

Biology, Psychology, Theatre, English, Mandarin and Math (IB)

Royal High School, Bath-Bath

September 2020 to June 2022

English Language, English Literature, Biology, Chemistry, Physics, Computer Science, Design Technology, Math, Further Math, Mandarin, Drama (GCSE or equivalent)

Royal High School Bath-Bath

September 2018 to August 2020

Skills

- Active Listening
- Public speaking
- Adobe Premiere
- Communication
- Communication skills
- Customer Service
- Teamwork
- Problem solving
- Leadership

- Adobe After Effects