

# Elizabeth Ruby

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Bases: South West England/ Willing to travel.

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Recently graduated with a degree in English Literature and experienced within a retail and events environment, as well as with administration and farm management, I am now looking to pivot to working within Television and Film.

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## Non-Media Experience

**Seasonal Customer Assistant, Marks and Spencer, November - December 2025**

- Utilised customer service and problem-solving skills to aid and assist customers throughout the festive period.
- Stayed calm under pressure in a busy and challenging environment.
- Worked as a member of a team to get stock out and set up shelves.
- Paid close attention to detail.

**Administrative and Farm Assistant, Farm, September 2024 - Present**

- Helped with general day to day tasks and smooth running of farm operations.
- Designed, digitised and maintained new administrative systems and databases to keep track of information more efficiently.
- Developed resilience and attention to detail in varying and unpredictable experiences.

**Event Assistant, April 2025**

- Coordinated venue setup, decoration, and logistics for a three-day event attended by 25 guests.
  - Delivered food service and fostered a welcoming environment, contributing to a positive guest experience.
  - Maintained composure under pressure while managing multiple responsibilities across hospitality and logistics.
  - Applied strong time management skills to ensure smooth execution of event activities.
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## Professional Training Courses and Industry Skills

- Introduction to Sustainability in the Screen Industries
  - ScreenSkills Training Passport
  - Channel 4 Work Experience
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## Education

BA English Literature, *University of Birmingham*, September 2021 - July 2024

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## Hobbies and Interests

- Learning languages (Currently French and Italian), journaling and Writing, Baking, Formula 1, Reading, and Keeping up with current affairs.
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