

CV. art department for film and tv

Charlotte Mitchell

Full clean UK driving licence

I enjoy collaborating with a variety of people, working under pressure and I am good at meeting deadlines. I understand the importance of using my initiative and being flexible in my approach to achieving a desired outcome. I am hardworking, and keen to learn as much as I can.

Previous Experience

WATERLOO ROAD | Art Department Assistant Trainee -
September 2025 - March 2026

WORK EXPERIENCE | Art Department Assistant Trainee -
Film Club
November 2024

WORK EXPERIENCE | Art Department - Waterloo Road
April 2024

WORK EXPERIENCE | Prop Hire House - Stockyard North
February 2024

WORK EXPERIENCE | The 1% Club - Dock 10 Studios
June 2025 - Shadowing Art Director

University Projects

PRODUCTION DESIGN ASSISTANT - In Another Time
March 2024
Designing and building window shutter set piece and prop gun. Set building, decorating and aging.

PRODUCTION DESIGNER - Don't Blame the Official
March 2024
Producing graphic props. Sourcing props.

SCENIC PAINTING - Shrek the Musical (Jr)
As a part of this role I helped to paint the set for a production of Shrek the Musical (Jr) performed by Urban Stage at the New Adelphi Theatre

Previous Employment

BT TECHNOLOGY | Various Roles (2016 - 2022)
During my time as an apprentice I had a number of roles all relating to the planning and building of the Network. I then progressed to a team member where I became a full time SDIN planning member. This included project management, analysis of timescales, prioritisation of work, managing stakeholders expectations and analysis of data. In my final year I joined the video conferencing team.

COMMISSIONED PORTRAIT ARTIST
I have completed a number of personal and commissioned portraits, including pet portraiture. I manage a social media account to display and promote my work.

Contact Details:

email:
charlottemitch97@hotmail.co.uk

instagram:
charlottemitchelldesign

mobile:
07738182621

Software Skills:

Adobe Creative Suite
(Photoshop, Illustrator, InDesign)
SketchUp and V-Ray Rendering
Vectorworks
Microsoft Office Proficient
(Word, Excel, PowerPoint)

Technical Skills:

3D printing
Laser Cutting
White Card Modeling
Technical Drawings
Model Making
Graphite pencil portraiture
Experience with woodwork
Storyboarding

Education:

2025 - University of Salford
Bachelor of Arts (Hons)
Film, TV & Stage Design
First Class

Other:

Annie Atkins' Graphic Design
for Filmmaking prop design
workshop (2024)