

POLLY ATKINS

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✉ atkinspolly@gmail.com

📍 Devon, Dorset, Cornwall

🚗 Full, clean driving licence (21+)

ABOUT ME

I am an English and Film graduate with four years experience in fast-paced, customer-facing roles, seeking opportunities as a Runner, Production Secretary, Production Assistant, or similar role where I can continue to develop my skills and contribute to high-quality television productions.

WORK EXPERIENCE

■ 2024 - PRESENT

Pier Point Bar & Restaurant | Torquay, Devon

Counter Assistant

- Supported day-to-day operations within a busy environment.
- Worked collaboratively within a small team.
- Responded professionally to customer enquiries while maintaining excellent service standards.
- Assisted with training new staff.
- Responded to unexpected staff shortages by assisting on the kitchen pass, demonstrating adaptability and willingness to take on new challenges.

■ JUNE 2024 - SEPTEMBER 2024

Princess Theatre | Torquay, Devon

Catering Assistant

- Supported smooth front-of-house operations, providing high-quality service during sold-out events.
- Liaised with box office, bar, and backstage teams to resolve issues efficiently.
- Maintained accurate stock and service records during peak periods.
- Communicated clearly and professionally with members of the public and internal stakeholders.

EDUCATION

2022 - 2025

UNIVERSITY OF BIRMINGHAM

- BA English & Film (2:1 with Hons)
- Led a short film for my final year project: wrote, directed, and edited the film whilst coordinating schedules, documentation, and a student crew for on-time delivery.

SKILLS

- **Adobe** After Effects
- **Google & Microsoft Office**
- CapCut
- Canva
- Project Management
- Communication
- Leadership
- Teamwork
- Time management

References available upon request.

This CV may be kept on file and distributed for employment purposes.