

Toby O'Sullivan
Petty Cash Buyer (Art Dept)
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Profile

I am currently seeking employment in TV production as Petty Cash Buyer.

I have experience of the TV production process through education and some employment. I have recently been studying a postgraduate diploma in procurement. I have a full clean driving licence. I am interested in becoming an Assistant Production Buyer and Production Buyer in Film/TV production once I have gained experience.

Current Employment

Casual Mail Sorter, Royal Mail. 2017 - Current

I work at the Royal Mail depot, assisting with their postal logistics.

Unitemps 2018/19

I am assigned to Salford Universities inhouse student jobs agency for casual roles.

Casual Event Steward, Manchester Central. 2017 Current

I also work as a part time Event Steward. This requires good communication skills with members of the public.

Courses

Current - PG.Dip. Procurement, Logistics and Supply Chain Management, Salford University, 2017-2019.

Analysing Data in Excel - University of Salford

Microsoft Specialist - Outlook/Word/Excel – Microsoft/Salford University Partnership

Child protection: an introduction (online course) - NSPCC Training Certificate, April 2017.

Data Protection - Manchester City Council, 2016.

Production Coordinator - Production Managers Association, short course, October 2016.

Digital Story telling - Birmingham University/BBC/Skillset, October 2015.

Location Assistant Training - The Production Guild, Media City UK, October 2015.

BBC Health & Safety - I&A work experience placement, December 2008.

European Computer Driving Licence 1 & 2 (ECDL) - Llandrillo College 2007.

BSc (Hons) 2:2 Professional Broadcast Techniques - Salford University 2005.

HND Media Production - Salford University 2004.

Media Production Employment

SOM Locations, 2016 - On going

Hobby location library production. www.somlocations.co.uk

Gallowglass, Studio Labourer. August/September 2017

Assisting with props and equipment at the Media City UK studios

Britain's Got Talent. Event Steward. Dec 2016

Working for Manchester Central. Providing information, security and queue control to members of the public auditioning for BGT.

Red Production Company. Runner, May 2014

Working on Scott and Bailey Series 4. Assisting with getting cast on set, moving of equipment and shadowing of Assistant Directors.

Little Orchard Productions. Runner, December 2013

Working on a commercial. Setting up of the autocue and assisting with production equipment and crew. Organising of actors.

ITV/360 Media, Runner. August 2012

Shadowing of runners, preparing dressing rooms for actors and checking galleries.

Thought Juice Films (London). Runner/AD, Beat Freak Music Video, May 2012

Ensuring actors and extras were on set on time according to the script/shooting schedule. I also assisted with moving of filming equipment and props.

Various. 2001 - 2006

Voluntary and paid employment for the BBC, ITV (Art Dept, City Life), Partisan Pictures, Channel M, short films and student productions as a runner/researcher/assistant producer, while at university.

Referees

**Lisa Aylesbury (Uni Temps)
Recruitment Consultant**

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