

- Exec PA of the year awards (Runner) October 2013 (One day shoot)
- Aiding sound and camera set up on location
 - Working as part of a team to ensure all footage is captured of the event
 - Using communication and interviewing techniques to create Vox Pops
- Plastic Thumb Live LTD, Arsenal/Citroen commercial (Runner) September 2013 (One day shoot)
- Working as part of a team on location set-up and break down
 - Looking after client, crew and guest hospitality needs
 - Adapting to the limits of locations to ensure smooth shoot
- Aurora, Raise Your Game (Runner) September 2013 – Present day
- Using initiative to budget and source props
 - Using creative skills to aid set and prop design
 - Logging throughout the live filming of the show
- Sky Sports, Soccer AM (Runner) January 2013 – Present day
- Assisting the team during the live show – working as part of the team to set up/break down the live set
 - Meeting/greeting special guests, looking after their hospitality needs
 - Using creative skills to source and produce props
 - Taking part in onscreen games/activities
 - Flexible member of the team remaining on call for support
- The Rising Sun, Waitress February 2012 – Present day
- Meet/greet guests, responding to their hospitality requests
 - Serving/clearing full three course meals within a busy environment
 - Basic bar skills providing a range of beverages using bar service
- Aesthetics - Staffing Agency, Hostess May 2011 – January 2013
- Providing information and service at many high profile events; guest speaking
 - Administrative skills; helping the day run smoothly and effectively for both the guests and organisers
 - Events include; The UEFA champions league final.
- Richmond Classics, Sales Assistant December 2009 – January 2012
- High standard customer service; serving and assisting customers in retail choices and expenditure
 - Numerate; fully till trained (dealing with cash, credit/debit cards and cheques)
 - Administrative skills; answering phone calls, stock taking
 - Using creative skills design retail window displays
- Off To Work, Staffing Agency, Waitress/Hostess/Cloakroom October 2008 – July 2010
- Using excellent communication and customer service; silver service, greeting guests upon arrival
 - Events and locations include: The G20 Summit at Excel, Football and live gigs at Wembley Stadium, The Queens garden parties and the Brit awards at Earls Court

Hobbies and Interests

Dance/Performance: great passion for dance; trained with both the Royal Ballet and Central School of Ballet associate programs

Sports: enjoy a wide range of sports; currently learning golf

Music: eclectic taste in music; going to live gigs and events

New media: avid blogger; researching and exploring the Internet

Television: keeping up to date with current affairs, sports and documentaries, as well as following dramatic series
Achieved full drivers licence (May 2008)

References: happy to supply these upon request