

**Simone Robinson**

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Full UK Driving License – with car

**Personal Profile:**

- I'm a self-disciplined, self-motivated individual, who always strives to achieve a very high standard within an individual job role
- Able to work on own initiative or as part of a team and who consistently provides support to colleagues and to achieve goals.
- I'm a flexible individual who can adapt to new environments
- I'm a quick learner, with a good attention to detail
- I'm a patient person, who is also enthusiastic approach to challenges and finds a solution to projects by use of logical problem solving techniques.

**Education:**

**BA Honours in Broadcasting and Journalism 2010**

University of Wolverhampton □ Wolverhampton, England

**A-Levels in English Language & Literature/ Media Studies 2007**

Solihull Sixth Form College □ Birmingham, England

**General Certificate of Secondary Education 2005**

Harborne Hill School □ Birmingham, England

**General National Vocational Qualification Leisure and Tourism 2005**

Harborne Hill School □ Birmingham, England

**Computer Skills:**

- I.T - confident in the use of all Microsoft Packages, Problem solving skills, Able to meet targets and deadlines
- MAC and Windows compatible
- **MAC:** OS 7-X, Final Draft v6, Photoshop, iTunes, iMovie, iDVD, Final Cut Pro

**Employment History:**

**Freelance Production Assistant / Runner - 2014**

**Edgbaston Priory Club – Receptionist - 2013 – 2014**

**Channel 4 – 2014 - 2014**

**Best Western Hotel – F & B Supervisor (Canada) - 2012 – 2013**

**Ramada Encore hotel – Guest Service Host - 2011 - 2012**

**Carillion - Communication & PR intern - 2011 - 2011**

**Media Kube- Production Assistant - 2010 - 2011**

**Birmingham Mail Newspaper - Work experience - 2009 -2009**

**References Available on request.**