

CURRICULAM VITAE

KIERAN FREEMANTLE

EMAIL freemantle_uk@yahoo.co.uk
PHONE HOME - 01225 769579
MOBILE - 07713632976

KEY ATTRIBUTES

BA (Hons) Degree in History: 2008

A Levels: History, Politics & Sociology

AS Level: Law

Over 11 Years Experience in All Aspects of Office Work - including practical use of IT systems (Word, Excel, Outlook, various database systems, Wordpress and CMS Subdreamer), compilation of letters, research, media monitoring and summarising, editing documents, handling post, diary management, booking appointments and visits and post orders, and dealing with public and professional enquires.

EXPERIENCE RECORD

Paid Employment - Agency

Sofa Brands – August 2021 - October 2021

Admin Assistant: Updating daily financial information and processing returns.

Bath Cats and Dogs Home – June 2021 – July 2021

Receptionist: Acting as the first contact on the phone and in person, handling payments, updating banking data, data entry, opening up and locking up, and general ad hoc duties.

Royds Withy King – December 2020 – May 2021

Facilities Assistant: Handling incoming and outgoing post, archiving, reception duties, process incoming cheques and general ad hoc duties.

Virgin Media – July 2019 – October 2020

Retail Property Support/Customer Service Advisor: processing sales orders, requesting purchase orders, cross referencing rents and rates, and arranging pop-up sales venues

Smart Fleet Solutions - May 2019 - June 2019

Admin Assistant: Data entry, processing orders and shipping requests and filing.

Woods Valldata - April 2019 - May 2019

Fulfilment Assistant: Packing charity information.

Longleat - March 2019

HR Admin Assistant: Scanning and filing employee information, replying to e-mails and ad hoc office duties.

Wincanton: September 2018 - March 2019

Stock Administrator: Handle internal changes within the Chippenham NDC site, plus ad hoc admin and warehouse duties

Wiltshire Wildlife Trust: July 2018 - August 2018

Data Entry Clerk: entering new GDPR information into the charity database

Audience Systems: March 2018 - May 2018

Admin Assistant: booking annual services, repair requests and parts orders

G-Plan Furniture: October 2017 - January 2018

Admin Assistant: data entry of sales orders and scanning documents for an archiving project

Apetito: December 2016 - August 2017

Finance Assistant: processing the proof of delivery, credit and extra requests and handing the outgoing post.

Wiltshire Council: October 2010 - January 2016

Worked within various departments, primarily within educational and youth services in administrative positions. Tasks include handling and processing application forms, customer service, reception duties, drafting letters, editing documents, booking home visits, handling outgoing post orders, and ad hoc admin duties.

Internship Commissions

May 2014 to July 2014: Michelle Donelan's Campaign Office

March 2010 to May 2010: South West Wiltshire & Salisbury Conservatives

June 2009: Dr. Andrew Murrison MP's Westminster Office

March 2009 to April 2009: Vertigo Films

January 2009: Conservative Campaign Headquarters (Press Department)

September 2007 to December 2008: Bristol Conservative Party

Voluntary Work

July 2018 – Current: Founder of Popculturemaniacs.com

September 2015 - Current: Contributor with Monkeysfightingrobots.com

December 2016 – July 2018: Contributor with Conversationsaboutther.net

August 2015 – July 2018: Film Critic with UKfilmreview.co.uk

March 2010 - July 2018: Movie Department Editor with Entertainmentfuse.com

April 2014 - December 2016: Film Critic with Rocknreels.com

Film Credits

Samantha (Short Film – 2020 – Raspberry Productions

Talia (Short Film) - 2018 - Fox Rock Productions

The Hit (Short Film) - 2018 - SJR Films

Ripperologist (Short Film) - 2014 - Meniscus Sunrise Productions

Ciara (Short Film) - 2013 - Seven Hill Pictures

Edelweiss (Short Film) - 2011 - Seven Hill Pictures

Dinosaur Outfit (Music Video) - 2011, - Seven Hill Pictures

The Drummond Will - 2009, Knee-Jerk Productions

Raymond, Emily, Khurram and Michael (4 shorts) - 2009, Brook Lapping Productions

Jumping Off Bridges (Short film) - 2009, Irreplaceable Films

OTHER INTERESTS

Film and Filmmaking, Travel, Sports: Football, Rugby and Tao-Kwon-Do, Politics, particularly home and social affairs, foreign affairs, education, health, the environment and climate change, energy, transport and constitutional affairs, History, Reading, Music

REFERENCES

Ms Jackie Skrebys
Integrated Youth Service
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Mrs Nicola Patrick
Wiltshire Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER

Ms Debbie Clare
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Mr Guy Brunton
Royds Withy King
Midland Bridge House
Midland Bridge Road
Bath
BA2 3FP