

Curriculum Vitae

Sarah O'Neill

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An NCTJ trained Business Studies/ Journalism graduate and CELTA qualified English teacher, with a very unique mix of experience in TEFL teaching, film/TV production, and international NGO roles. I have highly developed communication, writing and organisational skills. I am well travelled, highly adaptable and possess a good sense of humour.

Production assistant: Documentary on H.E.L.P. Malawi, shot on location – Krul Productions, Hollywood, L.A. (Jun and Sept 2017)

- Prepared all pre-production schedules and set up all film requirements. Assisted during the two shoots as a fixer and driver, as well as advising on production locations and selecting interviewees.

International Volunteer Coordinator & TEFL Teacher – H.E.L.P. Malawi, P.O. Box 150, Ulongwe, Malawi (Aug 2015 – Aug 2017)

- Paid role within an international NGO H.E.L.P. Malawi, which founded a full primary school and health centre in a remote rural location in Southern Malawi, recently described as the poorest country in the world. Responsible for the advertising of our volunteer program, attracting qualified volunteers, recruiting them and supporting them during their time on the ground.
- I run the TEFL after-school program helping children from Standard 4, 5 and 6 with English, plus I am responsible for the associated feeding programme, so that all our students receive a free hot meal before classes commence. I have also developed a brand new curricula with the International Fund for Animal Welfare (IFAW) to teach animal conservation through English language learning.

TEFL Teacher – Academia Britannia, Carrer d'Aragó, 29, Eivissa, Illes Balears, Spain (Sept 2014 – July 2015)

- Full time English teacher, teaching children (ages 10 -17) and adult beginners in a very established language school. Academia Britannia is the official centre for the Cambridge examinations in Ibiza. I successfully taught and prepared students for their PET, KET and First Certificate exams, and invigilated at the end of year exams.

Production Secretary: “Trollied”- Roughcut TV for SKY Television, The Bottleyard Studios, Whitchurch Lane, Bristol BS14 0BH, United Kingdom (June - August 2014)

- All production duties to include hiring of cast, crew, equipment, studios, catering, extras and transport to ensure the smooth running of popular SKY comedy “Trollied”. Purchasing of supplies, goods, and props. Ensuring insurance and health and safety paperwork was up to date and valid.
- Specifically responsible for the transport (cars, taxis, trains and flights) and accommodation of over 70 cast and crew over the busy summer period in Bristol city.

Travel in South East Africa – March – May 2016

TEFL Teacher (Volunteer) – Mikunguni Youth Development Organisation (MYDO), Zanzibar, Tanzania (Feb 2014)

- Worked for a Community Based Organisation (CBO) on the island of Zanzibar teaching eight sessions of English per week for local youths who had to drop out of school.

International Volunteer – for Temwa (an NGO based in Northern Malawi), Mzuzu, Malawi (Jul 2013 – Jan 2014)

- Assisted the in-country Director within this well established (10 years) NGO. I established HR recruitment and induction processes, wrote a volunteer handbook, reviewed and re-wrote office policies and introduced a new I.D. card process for all staff. I also fundraised for Temwa for over 8 years in the UK prior to this posting.

Medical Secretary (temporary contract) -Ty Catrin, Dyfrig Road, Cardiff CF5 5AD (Aug 2012 – May 2013)

- I supported a team of psychiatrists, social workers, occupational therapists and psychologists in this high-secure psychiatric hospital.

Creative writer/Blogger (internship) - Strategy Internet Marketing, Brislington, Bristol (Feb 2012 – Jul 2012)

- Used link building strategies to optimise client's websites using SEO. I created quality creative content for link building purposes (articles and guest blog posts, Facebook, Google +) whilst being aware of fluctuating Google ranking criteria.

Art Dept Assistant: “The Baker Boys” -BBC Wales, Treforest Ind Estate, Cardiff CF37 5UA (Jul - Sept 2011)

- Assisted the Production Designer within busy art department for this drama, both in studio and on location.
- Daily tasks: petty cash buying, upkeep of financial spreadsheets, dressing sets, creation of Risk Assessments and other paper work; ordering of goods and equipment.

Project Manager & Writer - Exquisite Writing, Parkhill, Whitecroft GL15 4PQ (Sept ‘10– July 2011)

- Bid for writing projects on Elance, distributing work to a team of writers and managing the jobs from start to finish. Managing the costs and payments – commission based pay. I worked from home full time.
- I wrote quality web content and copywriting for projects and was in-house proof reader.

Production Assistant: “Permanently Excluded” - BBC Wales, Llandaff, Cardiff CF5 2YQ (Jun - Aug 2010)

- Co-ordinated a BBC drama from new offices & studios in Bristol (The Bottleyard)
- Used BBC Gateway/my business for all accommodation, self drive, taxis, office equipment, etc.
- Daily tasks: travel/accommodation for cast and crew; liaison between locations; creation of all cast and crew lists; callsheets, sides, and all associated administration; booking specialised equipment.
- Holding of float for office purchasing.

P.A. to Senior Managers, BRI Hospital - Pamela Neave Recruitment, Colston Road, Bristol (Jan – May 2010)

- P.A. to five senior managers at the Bristol Royal Infirmary; managing of all diary booking, travel, meetings and conferences. In charge of management of staff holidays, and responsible for liaising with doctors and physicians over holiday and weekend staff cover. Taking of minutes for weekly meetings and distribution and administration of all papers and minutes attached to the meetings.

Production Assistant/Runner: “Ironclad” - Runnymede Productions, Dragon Studios, Bridgend CF35 5LD (Jun – Oct 2009)

- Full production office support on the pre-production of American-funded feature film “Ironclad”

Production Assistant to Producer: “Patagonia” - Rainy Day Films, 42 Trinity Street, London SE1 4JG (Jan – Aug 2009)

- Set up the company prior to pre-production; applied for funding for small budget production. Transferred funds to our co-producers in Argentina. Set up the Production Offices from scratch, both in Cardiff and on location.
- Organising all travel to/from Argentina and arranging Tier 5 immigration for foreign entertainers and crew members. Prop buying, costume buying, all clearances for the film, putting together marketing material, all invoice and purchase order raising, co-ordinating all travel & hotel accommodation in Argentina and Wales..

Brief description of relevant Previous Employment

P.A. to Lead Psychiatrists - Avon & Wiltshire NHS Trust (Sept 2004 –Sept 2008)- Medical Secretary and P.A. for Consultant Psychiatrist within a NHS mental health clinic plus support role to four other consultants.

OISE (Oxford Intensive School of English), Bristol (Jul – Aug 2004) - Classes and one-to-one tuition for 12 – 16 year old foreign students at all levels and **World Friends School of English, Granada, Spain (Jul 2003 – Jun 2004)** - Private English lessons for all levels of student, including business English.

Ros Grimshaw (Private employer – part time) Clifton, Bristol (Sept 2001 – March 2003) - P.A. to Stained Glass artist. Ros has Parkinson's Disease, so I was also employed as a carer.

David Burrows Solicitors, Park Row, Bristol (part time) (Jan 2002 – March 2003) - Legal Secretary for busy firm dealing in family law and P.A. for the vice-chair of the Solicitors Family Law Association.

STA Travel, Queens Road, Bristol (Jun 1998 – Jun 2000) - Organised tailor made itineraries for Round-The-World travel, including ticketing, add-on sales, and preparation of travel documents.

Education

International House, Barcelona (May 2003)
CELTA in English teaching (Pass B)

London College of Printing, Elephant and Castle, London (Sep 1988 – Jun 1990)
HND Business Studies with Journalism (pass)

Interests

World affairs; world travel; writing; learning Spanish and the Spanish culture; textiles and crafts; meditation; world cuisine, and film/cinema.