

CURRICULUM VITAE - CHARLOTTE TAIT

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PERSONAL PROFILE

My career aspiration is to work within video production, particularly for the television industry. I would like to seek a career in TV drama production or video editing as that's where my main skill and passion lie.

Work experience has greatly confirmed my desire to continue my studies in Media. I visited a television studio in London, shadowing staff and finding out about their individual roles such as producing, editing and transmission. I even had the brilliant opportunity to help make cakes that were props on the Argos TV channel. It gave me an insight into what goes on during live television.

I spent a day filming a group of pyrotechnicians as they ran a training session in Worthington. I watched them experiment and demonstrate with explosives to create different effects including bullet shots, fireballs and smoke. It helped me get an idea of a different side of production that goes on behind the scenes. This work experience was arranged by myself and I did it independently. This shows that I have initiative and am incredibly enthusiastic about succeeding in TV.

I am a very reliable, honest and hard-working individual who works to very high standards. As well as being a very good people person, I am also very academic and creative. I've always achieved good grades throughout school and have been in the top few of the class.

EDUCATION

- Birmingham City University studying Media and Communications (Television)
- Leicester College – BTEC Level 3 Extended diploma in Creative Media Production Distinction*, Distinction, Distinction
Level 2 Functional skills in maths.
- Lutterworth College – AS levels grades A C D D
11 GCSEs grade A*-B
- Duke of Edinburgh award – Completed bronze, silver and gold.

WORK EXPERIENCE

17th October 2014 – Present

I currently have a part time job in Birmingham working behind the bar at The Anchor Inn. I serve drinks during quiet and busy periods and I am fluent in using the till. I also enjoy interacting with the customers and providing a friendly environment.

28th March 2014 – 13th September 2014

As well as my waitressing jobs I also worked part time as a bartender at The Queen's Arms pub. I have had experience working during peak hours on Friday nights as well as quieter periods during Sunday Lunch hours. As a trusted and able employee I am often left to work the bar single-handedly and unsupervised by senior staff.

28th September 2011 – 13th September 2014

I have had two part time jobs working at Cosby golf club and The Bull as a waitress. This involves dealing with customers and working the till. I also help to prepare food and potwash which are extra skills I and my employers appreciate. At the Golf Club I am considered a trusted member of staff and am given

bigger responsibilities such as training new members of staff, dealing with invoices and cashing off the till at the end of the work day.

Through this I have met many new people and my communication and team work skills have been enhanced. I am also a weekly cleaner for a physiotherapy clinic. This includes changing sheets, dusting and polishing, hoovering and cleaning toilets. On top of all of this, I am also a reliable babysitter for two local families. This shows that I can be a reliable and trusted young adult, and shows I can work well with the general public.

31st October 2011 – 16th November 2012

I have volunteered for a year in a charity shop in Lutterworth. I worked behind the till, dealing with customers and tidying the shop floor. This involved rotating and organising the stock.

31st January 2011 – 19th September 2011

I volunteered in a computer centre, based in Lutterworth. I helped out anyone who needed assistance with their technology, and I also do various administration tasks such as shredding and photocopying.

April 5th 2012

In the Easter holidays of 2012 I visited a television studio in Kentish town. I spent the day observing multiple people and their job roles including producing, editing and transmission. I even got to help make cakes to be shown on the Argos TV channel. It gave me a great insight into what goes on during live television broadcasts.

10th March 2010 – 23rd June 2010

I have also had experience working in an elderly care home, delivering dinners and talking to the residents. This was also an interesting and rewarding experience to be part of.

October 19th 2009 – October 23rd 2009

My first work experience placement was volunteering for a well known mental health charity, MIND. I attended many drop in sessions which consisted of a friendly social group for the mentally ill. I helped those partaking in activities such as flower pot decorating and rug making. I also helped out in the office doing administration tasks, such as photocopying, leaflet publishing and letter sorting. This experience was very rewarding as I got an insight into what it is like to work with the public, particularly the mentally ill.

HOBBIES AND INTERESTS

I have participated in the Duke of Edinburgh scheme. This included expeditions from 3 days to 5 days in duration. I know how to put up a tent, cook using a Trangia, and walk/hike for hours on end and most importantly, to work as part of a team. I know basic first aid, route planning and navigational skills. This also helps build up my fitness and communication skills.

I enjoy art and photography and I have won competitions in both areas. I achieved grade 3 in piano and I am also currently teaching myself some basic acoustic guitar and ukulele skills.

I am also part of an ultimate frisbee team and I have taken part in international tournaments representing England and more local tournaments representing Leicester. During my first tournament, I won the award of 'Most improved player.'

On top of this, I am also part of a 'Board Game Appreciation Society', in which I meet up with other members to play board games in a local pub.

Generally, I enjoy cooking and baking, socialising with friends and family and attending events such as music festivals and markets.

