

Mrs Michelle Timms

Personal Details

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Personal Profile

Self-motivated and adaptable; I have experience of working in a number of sectors and am familiar with office environments and location work. I am a responsible person who loves working in a team as well as taking responsibility for my own projects. I take great pride in my work and am at my best when busy. I have excellent time management and organisational ability.

Employment History

October 2012 – on going **LiveBuzz**, Coventry
Freelance Event/Office Staff

Payments/Data Management/ Office Administration at large corporate exhibitions.

June 2015 **Twenty Twenty TV (for BBC)**, Birmingham
Location Day Runner, The Naked Choir, *Live Event*

February 2015 **D&X Ltd**, Birmingham
Sales assistant (Spring Fair, NEC)

November 2014 **ITV**, Nottingham
Location Day Runner, Skate Estate, *Live Event*.

August 2013 **BBC**, Reading and Maidstone
Runner/Driver, Mr Bloom's Big Day Out, *Live Event*

Duties included site set up, working with children, driving, production runner and talent runner duties.

May – June 2013 **2LE Media (for Channel 4)**, London
Junior Casting Researcher/Runner. *Factual Entertainment*
Duties included research, street casting and casting interviews with applicants aged 18 and under.

November 2012 **Channel 5**, London
Runner, The Health Lottery. *Recorded Live*.

Runner/Research, "A Royal Year". *Factual*

November 2012 onwards **Channel 5 Creative**, London
Runner, Jack Reacher Promotion. *Commercial*
Runner, Star Magazine Promotion. *Commercial*
Runner, British Gas, *Commercial*
Office and Fitting Day Runner, ISME, *Commercial*
Runner, Early Learning Centre, *Commercial*

Day/Office Runner (studio and location) assisting all areas of the crew including electrical, production and art department on set and in the office.

November 2012 **Red Balloon Films**, Camber Sands

Lighting Assistant, "Sea Out". *Short Film*

An independent film directed by Jake White, shot on location in Camber Sands. I assisted the lighting department with lighting set ups for both interior and exterior scenes.

July 2005 - Aug 2009 **HSBC Bank**, Nuneaton
Sales Advisor - 2005
Personal Lending Specialist - 2006
Senior Branch Clerk – 2007

As Senior Branch Clerk my responsibilities included administration, auditing of work, room booking, complaint handling, branch maintenance, health and safety and the supervision of work experience.

July 2003 - August 2003 **Willoughby PR Ltd**, West Midlands
Public Relations Assistant

Research, press releases and compiling media lists for the company and their clients.

July 1995 – September 2001 **Central Event Productions Ltd/Balloon Mad**, Warwickshire
General Assistant

Researching and sourcing event requirements, management of entertainment, audio visual presentations and general room/set dressing and preparation.

Education

2001 - 2004 Bournemouth University, Dorset – Degree

* BA (Hons) Communication 2:1

During my final year I specialised in Public Relations, Advertising, Political Communication and persuasion and Influence options.

1999 - 2001 King Edward VI College, Warwickshire - A-Levels

* Four A-Levels: A – C

Theatre Studies, Communication Studies, English Language, General Studies.

1995 - 1999 Manor Park Community School, Warwickshire - G.C.S.E's

* Ten G.C.S.E's: A – C

English Language, English Literature, Mathematics, Science (Double Award), Expressive Arts, Graphic Design, Media Studies, French, Drama & Theatre Arts, Religious Education.

Other Achievements

I am familiar with Microsoft Office and passed the CLAIT and IBT2 computer courses. In addition to these I have also completed Key Skill Level 3 Communication and hold a full clean driving license and UK passport. At HSBC I achieved company qualifications including audit and authorised signatory accreditation.

References available on request.