

**Curriculum Vitae**  
**Steven Wicks**

**Address:** 56 Kersey Drive, South Croydon, Surrey, CR2 8SX

**Date of Birth:** 26/05/90

**Contact Number:** 020 8651 4559

**Mobile Number:** 07827296151

**Email:** [stevenwicks@hotmail.co.uk](mailto:stevenwicks@hotmail.co.uk)

**About Me**

I am looking for a career where I can use my administrative skills and PA/receptionist experience with my passion for film, television and drama; I am highly interested in assisting productions, post-production, casting, runner positions and costume; all of which I have experience in from my working career and university. I am an intelligent, punctual and presentable individual with the desire to work hard and achieve results. I'm an excellent team player with a background in Administration prior to and throughout attending University; I also have a keen eye for detail and great experience in Microsoft Office.

**Education and Qualifications**

**University of Portsmouth, Television and Broadcasting BSC Award**

**September 2010 – July 2013**

I have recently completed my degree and achieved a 2:2. I have gained skills in presenting and production for both live and pre-recorded television and radio shows, filming and editing video footage and operating equipment for live broadcast including the TriCaster and autocue. I have gained skills in using Adobe software and Avid Media Composer as well as script writing, casting and seeking costumes and props. I am very proud of the work that I have taken part in, including hosting my own radio show on Express FM and producing a campaign video for The White Ribbon Campaign.

**Warlingham Sixth Form Centre, Surrey:**

**September 2006 – May 2008**

I achieved the following A Levels:

CCC - Applied/Double Business, Drama

**Warlingham Secondary School, Surrey:**

**September 2001 – May 2006**

I achieved the following GCSEs:

A – Drama

B – Maths, Food Technology, Religious Education

C – English literature, English Language, Science (double award), Business Studies

D – Music

**Employment**

**September 2014 – Present: Juniper TV, PA/Receptionist and Office Administrator**

- Currently working as a PA for the CEO of the company as well as a receptionist and office administrator.
- I have experienced liaising with very high contacts for the BBC, Channel 4, the V&A Museum and the Geffrye Museum.
- Duties include: arranging meetings, diary management for CEO, assisting on productions, communicating in person and via the telephone and email, assisting the production teams, handling petty cash, updating spreadsheets, organising travel, filing and paperwork, ordering supplies, setting up the boardroom, office maintenance/cleaning, providing refreshments, meeting and greeting, seeing to couriers.

**November 2013 – September 2014: London Probation Trust, Case Administrator**

- I worked as a Case Administrator/Receptionist for the NPS team, duties include PA and receptionist work as well as administrative duties.
- Prior to this I worked as an Administrator and Receptionist in the filing department for six months.
- My duties included dealing with offender's with regards to filing, scanning, auditing and validating.
- I also acted as a PA to my manager and supervisor; assisting them with photocopying duties, covering reception and arranging meetings.
- This role has given me an insight into working with offenders, which is very interesting and emotionally challenging, particularly when having to deal with service users in the reception area who were not in a calm frame of mind.

### **January 2012 – July 2014: Talent Talks, Actor and Extra**

- I have undertaken acting and supporting artist jobs through Talent Talks Agency for music videos for artists such as Olly Murs, Rebecca Ferguson and One Direction.
- I have also undertaken acting for short films, appeared in a Harvey Nichols advert and throughout July 2014 I was working for an upcoming television show starring Elizabeth Hurley.

### **November 2013 – February 2014: The Daily Touch, Online Contributor/Journalism intern**

- I took part in a three month graduate journalism internship where I am required to submit regular articles for The Daily Touch. My articles can be found at <http://www.thedailytouch.com/author/stevenw/>.
- This is an ongoing project and I still write for them as a hobby, one of my most recent articles has had over 5000 shares on Facebook. This experience has prepared me for writing blogs and articles in a professional manner.

### **June 2009 – August 2010: Parabis Law, Administrator (Left due to starting University)**

I was employed by Parabis Law, I started as a post Team Administrator until I was promoted to Claims Administrator.

- Opening and sorting of post to deadline
- Scanning, filing, manual work and other administrative duties
- Dealing with customer complaints, queries and claims via phone and email
- Data input to deadline
- Touch typing
- PA duties

### **December 2008 – February 2009: Towergate Insurance Brokers, Trainee Insurance Broker**

- Dealing with renewals for customer's home and vehicle insurance
- Finding quotes and selling them to the customer
- Chasing clients for their payments via the phone
- Other admin roles

### **April 2008 - November 2008: Waitrose, Sanderstead, Checkout Department:**

- Serving customers and management of the till
- Store and maintenance
- Collecting trolleys
- Displaying stock
- Providing excellent customer service

### **Other Employment**

- October 2007- January 2008: Alders of Croydon, Christmas Temp - Sales Assistant
- February –March 2011: Student Work Experience - Presenter/Teaching Assistant for Mad Science
- July 2012: Breezemount Logistics – Temporary Administrator (student holiday position)

### **Skills, Hobbies and Interests**

I have always had an interest in organizing events; during sixth form I was the head of the party committee where I was required to organise the social functions, including sourcing and booking the venue, booking the DJ and security, printing and selling the tickets and handling the money. I still love to organise events and often arrange day trips and new things to do for people in my social group.

- Over 10 years of ICT skills and use of Microsoft Office
- Can touch type
- Excellent customer service and telephone manner
- Enjoy presenting, video editing and production
- Cooking
- Socialising with friends
- Television dramas and films