



Address removed for available online edition. Available on Request.

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Personal Statement

I have a positive outlook on life, and always work to the best of my ability. I enjoy working in social environments, and I am a real people person.

Education & Qualifications

2013 - Present
On Site First Aider Training
Qualified to perform First Aid to Staff

2009 - Present
Group Trainer One to One Trainer

2006 - 2009
Roehampton university
BA Film Studies & Screen Practice
2.1 Degree

1999 - 2006
Sturminster Newton High School & Sixth Form
A2 Level
ICT, Media & Performance Studies
AS Level
Ethics & Philosophy
10 A-C GCSE's Gained

Additional Information

Designed various marketing materials and street sign for Pimlico (london) based Deli.

Familiar with radio communication and terminology.

Experience with many common computer programmes such as Microsoft Office.

I am familiar with both Microsoft Windows and Apple Mac Operating systems.

I enjoy reading in particular fiction, and writing scripts.

I am a very social person who can build good relationships with new people

Personal Attributes

Full & Clean Uk Driving License (As of Sept 2014)

I have:

- Great team working/leading attributes.
- Strong communication skills.
- Been able to quickly adapt to change and learn from experience.
- Been reliable and hardworking in every aspect of my work.
- Great customer service skills.
- Experience with Adobe Premier, Final Cut, Photoshop, Final Cut Pro, Flash, and Adobe Illustrator.
- The ability to learn new computer programmes quickly, and a technological mind.

Work Experience

2014 (October)

Camera Trainee / Production Office (Work Experience Days) (Vauxhall, London)
The Interceptor

Shadowed Camera Trainee, Learning about equipment, duties and heirarchy of the camera team. Shadowed Production Office team and learn't about their roles and duties throughout the production.

2009 - 2013 (City)
2013 Dec - Now (Wembley)

Ping Pong Restaurant (Dim Sum)
Manager/ Marketing Materials
Full Time

Key member of Recruitment and training team for new opening in Wembley. Confident with Fourth Hospitality, FNB Shop Stock Systems, Micros & Keystone POS systems. Created cross platform materials for marketing department. In charge of on site training and Staff development at branch. VIP relations and events planning skills. Experience in Telephone enquiries, Customer Service & Discrepancies. Restaurant maintenance and Reactive to the needs of the business. Cash handling and management. Accustomed to working late and long hours. Experience with Stock take and reconciliation. Familiar with Recruitment and interview procedures.

2011 (Sept)

Art Department (1 Wk) (Stratford, East London)
Coca Cola Move to the Beat (Some such & Co)

Set Dressing / Continuity Checks / Prop build and Set maintenance / Striking the set

2011 (June)

Assistant Art Director (1 Week) (Tring)
02 Guru Live (H.S.I London)
Assistant to Graham Cole

Reactive prop build / Sourcing materials and props / Set dressing/ continuity checks / Cataloguing rentals

2011 (Jan)

AD & Lock Off Team (1 Week Exp')
(Shepperton Studios, London)
Hugo (Paramount Pictures)

Worked with the A/D team / Locking off stages / Running and assisting cast and crew

References removed for online edition.

References Available Upon Request.

Reference Contacts