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Career Summary

Graduating in Television Production Technology, I have expanded my skills in all aspects of media through hardwork, dedication and professional networking. Beginning as a runner and progressing to a production secretary, I have completed work on top television shows developing my organisation skills. A lover of travelling, I have also trained as a teacher of the English language and have taught all around the world. By creating and writing my own website and focusing on developing my filming and editing skills allowed me to work as a writer for a magazine in Australia and for television companies in SE Asia.

Employment History



Sept 17 – Feb 18 - Bruce Rock Hotel, WA Marketing Manager and Bartender

- Interacting with customers, taking orders and serving drinks
- Preparing alcoholic and non-alcoholic drinks for patrons
- Check customer identifications and confirm they meets the legal drinking age
- Restock bar supplies
- Computer literacy
- Confidently using the digital tills and EPTPOS machine
- Ability to keep the bar organised, stocked and clean



May 17 – Sept 17 - The Two Four Society Magazine, Gold Coast Freelance Writer and Videographer

- Visited new restaurants and bars on the coast writing reviews and taking photographs for the printed and online edition.
- Head of the Health and Wellbeing section researching trends, interviewing sources and producing articles
- Selecting articles for issues and planning publication contents
- Generated and pitched ideas for articles and features
- Reading, writing and researching articles and features
- Created and maintained a network of contacts
- Daily web maintenance for the online version



Nov – 17 – present - Babb Box Productions – Creator

- Filming video for clients on a Canon 70D
- Editing footage and clients footage upon request
- Creating ideas and
- Researching, writing and proposing ideas for the videos
- Writing copy and creating for websites for new businesses



June 13 – Aug 15 – Bali Channel Tourist TV - Production Assistant and Trainee Videographer (Bali based)

- Organised client meetings, video shoots and booked presenters and crew
- Filmed footage using a Canon 70D producing a behind the scenes video during a promotional shoot
- Assisted in the editing suites using Adobe Premier Pro
- English translation and coaching voiceovers



Nov 15 – Jan 17 – Transport for London - Personal Assistant

- Provided support to HOD and the entire directorate
- Monitored inboxes & correctly dealing with correspondence
- Collated reports and created meeting agendas and minutes
- Organised meetings and events with external stakeholders
- Ensured Mayoral deadlines were met for official papers
- Full diary management of HOD preparing dailys packs

AREA OF EXPERTISE

- Adobe Premier Pro CC 2017
- Photoshop CS3
- Photography
- Magazine journalism
- Copy writing
- Shooting on Canon 70D
- Logging rushes on ForScene
- Web editing on Wordpress
- Shooting video
- Animation production
- Video & photo editing
- Video Producing and storywriting
- English teaching
- Lesson planning

PUBLISHED ARTICLES & VIDEOS

- [The Four Two Society June/July2017 Magazine Issue](#)
- [The Four Two Society Aug/Sep2017 Magazine Issue](#)
- [Babb Box Productions Videos](#)

PERSONAL SKILLS

- Energetic and enthusiastic individual
- Works well in a team or on my own
- Quick learner and eager to learn
- Looking to further my career
- Open to new opportunities
- Tactful in sensitive situations
- Caring and supportive
- Great communication skills

ACADEMIC QUALIFICATIONS

- The University of Greenwich - HND in Television Production Technology
- The University of Cambridge - Certificate in English Language Teaching to Adults (CELTA)
- Mid Kent College - A-level in Media Production and English Literature

REFERENCES

- Available of request



2015 - Love Productions - The Great British Weather Show Live - Production Secretary

- Booked travel and prepped for 4 live shows around the UK
- Supervised the group of runners delegating their daily schedules
- Researched and booked hotels and filming locations for VT shoots
- I organized and assisted also creating the Movement Orders.
- Helped coordinate crew and did petty cash and PO's/invoices
- Travelled to each filming location coordinating the talent, crew and runners



Adventure Line - Koh Lanta– Television Body Double , Malaysia

- 1 of 20 body doubles hired to imitate the contestants on a top French reality series
- Spent 12 hour day's rein-acting contestant tasks on 7 different islands for 5 days
- Followed strict direction from the floor managers to capture the aerial shots by helicopter



Maverick TV - Party Wright Round the World - Production Secretary

- Organised and produced carnets for the crew and completed the visa process for talent and crew
- Liaised with clients overseas booking equipment, accommodation and created accounts with equipment and car hire companies
- if needed. Completed The Unit List and updated logistical production paperwork.
- Logged rushes using FORScene.



Optomen - Gordon Ramsay's Ultimate Cookery Course - Production Secretary

- Worked closely with Producers to create overall image of the show
- Contacted cooking brands negotiating free or borrowed kitchen crockery/products for the set
- Controlled cars accounts and handled petty cash
- Organised shoots and created production paperwork



Endemol UK - The Million Pound Drop Live - Davina McCall's Runner (two series)

- with production via walkies; Strictly kept to Call Sheets throughout the live days
- Responsible for greeting and assisting Davina throughout the day
- Looked after her stylists and special guests
- Booked cars, lunches and bought specific items to stock her ryder
- Communication



Endemol UK - Pointless - Production Runner

- Studio prepping including making laminates and buying props
- Copied scripts and distributed Crib Sheets on set
- Copied edit notes after record
- Delivered tapes to edit house
- Looked after contributors
- Logged invoices and PO's.



Endemol UK - Odd One In – Contributor Runner

- Greeted Cast daily
- Set up talent dressing rooms
- Booked cars; Scheduled executive production meetings
- Supervised contributors and scheduled makeup and wardrobe runs
- Loaded audiences daily and cleared the studio.



Kent County Council - Online Communications Officer

- Edited/updated online content including news stories, jobs board and copy
- Collated web-stats and public questionnaires into reports.
- I was the main source of contact for website/pages queries and broken links.

Additional Employment

- **Talk Back Thames** - Take Me Out — Studio Runner
- **Thumbs Up** - Britain's Next Top Model Final - B Talent Runner
- **RDF Television** - Sing If You Can Pilot - Office Runner
- **Kent Film Office** - Office Assistant/PA

