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Education—

Arts University Bournemouth - Bournemouth, UK

Oct 2020 to May 2023

Bachelor of Arts in Animation Production

Second Class Honours Upper Division (2:1)

MetFilm School - Ealing, London, UK

Aug 2021

Film Production

4 Week Intensive Course

Gloucestershire College - Cheltenham, UK

Level 3 BTEC Extended Diploma in Art & Design

Sep 2018 to Jul 2020

Triple Distinction

Production & Industry Experience —

Genesis Cinema - Whitechapel, London, UK.

Jan 2024 to Aug 2024

Personal Assistant to the Directors

□ Keeping track of three inboxes; responding to invitations to meetings and events; and highlighting emails deemed urgent.

☐ Meticulous diary management, ensuring that all events are documented with the most recent information, including planned travel routes, taxi reservations, relevant attire guidelines, and reminders. Reminding individuals about insurance, membership renewals, company and personal anniversaries, and daily briefings to the directors.

☐ General office administrative tasks, recording meetings, helping the accounts manager when necessary, and representing the directors in client communications.

☐ Researching and managing the director's personal and corporate insurance, tickets, visas, itineraries, meals, travel, and film festival events.

Software used: Microsoft Outlook, Microsoft 365 Suite, iCalendar, Xero, Dext, ScanSnap, Remote Desktop.

Student Film "Nobody to Play With" – Arts University Bournemouth, UK

Medium: Stop Motion Animation.

Oct 2022 to Jun 2023

<u>Producer</u>, <u>3D Artist</u>, Director of Photography, VFX Artist, Storyboard Editor and Video Editor

□ Effectively communicated with a team of 8+ team members keeping to a schedule. Managing spreadsheets, team, and individual schedules, and organising file directories to create an efficient environment to work under.

☐ Edited and created Effects to enhance the story using Premier Pro and After Effects.

☐ Used Dragon Frame software to frame & animate major scenes with stop-motion puppets.

☐ Sculpted and modelled various faceplates in Blender and 3D printed on Stop-motion Puppets.

Software used: DragonFrame, Blender, Storyboard Pro, Adobe Premier Pro, Adobe After Effects, Discord, Microsoft OneDrive, and Microsoft 365 Suite.

Nominations:

□ PURBECK FILM FESTIVAL 2023 SHORTLISTED, UK - □ THIS IS ENGLAND FESTIVAL 2024 SHORTLISTED, ROUEN FRANCE - □ LATEST VISIONS FESTIVAL 2024 SHORTLISTED, TV AND STREAM UK - □ ANIMEX SCREEN 2024, SHORTLISTED UK - □ BAANI BOURNEMOUTH FESTIVAL, SHORTLISTED UK

Student Films "Pamphlets on an Office Wall & The Screenwriter" – Metflim School, London, UK Medium: Live Action Aug 2021

Producer. Sound Operative, Editor and Assistant Camera Operative.

Collaborated with a team of six, managing documents, communicating with actors, and organising file directories. Operated sound equipment and assisted with camera operation, ensuring proper file backup. Edited short film footage using Premiere Pro under directors' guidance. Worked closely with the director of photography to support their creative vision.

Software

Microsoft 365 Suite

Google Suite

Adobe Photoshop

Adobe Premiere Pro

Adobe After Effects

Davinci Resolve

Blender

Unity

Unreal Engine

Toonboom Harmony

Storyboard Pro

Adobe Animate

Adobe Illustrator

Dragonframe

Xero

Dext

Hubdoc

Strengths

Working

Collaboratively

Working under

pressure

Following

instructions

Time management

Working to deadlines

Leadership

Listening

Empathising

Conflict Resolution

Clear explanations

Clear introductions

Proactive

Additional Employment

The Pavillion Arms - Bournemouth, Dorset, UK

Part-Time Commis/Chef De Partie

(Jul 2022 - Jun 2023)

Prepared and presented main courses, starters, and desserts according to a set menu, meeting the standards set by the head chef and customers. Used a variety of kitchen equipment throughout food preparation and service. Ensured all vegetables, meats, and other ingredients were ready before service. Worked collaboratively within a team including waitstaff, managers, customers, kitchen porters, fellow chefs, and the head chef.

Ask Italian - Bournemouth, Dorset, UK

Part-Time Kitchen Porter, Starter Chef and Desert Chef

(Jul 2021 - Dec 2021)

Operated a dishwashing machine and cleaned various kitchen equipment and utensils used by customers. Prepared and presented starters and desserts according to a set menu, meeting the standards set by chefs and customers. Utilised various kitchen equipment throughout food preparation. Ensured all vegetables, meats, and other ingredients were prepared before service. Worked collaboratively within a team including waitstaff, managers, customers, other chefs, and the head chef.

Harry's Field New Forest - Fordingbridge, Hampshire, UK

Campsite Supervisor

(Jun 2021 - Aug 2021)

Supervised the campsite both as part of a team and independently. Welcomed clients to the campsite, assisting them with organising their belongings. Managed inventory and operated the cashier for the campsite shop. Provided guidance to clients on local trails and addressed any needs within the campsite.

GDPR - This CV may be kept on file and distributed for employment purposes. References can be provided upon request.