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## Work Experience

### TDC PR / Account Executive

MAR 2020 – PRESENT

TDC PR focuses on marketing communications for design and innovation clients including Panasonic, Seymourpowell Territory Studio and FutureBrand. My responsibilities involve the day to day running of my designated accounts, liaising with each client to ensure the smooth operation of work. I am in charge of scheduling meetings, distributing agendas, organising project briefs and acquiring necessary assets. I am also tasked with content creation including press releases, bylines, Thought leadership pieces, new business presentation decks and content for social media accounts. As well as this building a strong rapport with both trade and national press is a key to securing coverage and opportunities for clients.

### BullCreative / Designer

NOV 2018 – MAR 2020

I was a designer at BullCreative. My main roles and responsibilities involved layout, type design, illustration and motion design for various clients across a multitude of disciplines including digital, direct mail and branding design. Experience in taking a brief and presenting creative work to a client as well as communicating amendments and guiding the client to the most creatively appropriate outcome. Clients I worked for include NewDay, LEAP, Amazon, Mini and Debenhams.

### LEAP London / Production Runner

APR 2018 – NOV 2018

I was a freelance production runner for Leap London and my main role was to attend shoots, mainly for commercials and social media VT's. My main responsibilities included the running of the set day to day, providing assistance to any department that required it, as well as looking after clients, setting up and moving camera equipment and helping with call sheets and scripts.

### Industrial Light & Magic / Runner

DEC 2017

### Rattling Stick / Runner

NOV 2017

## Education

### The University of Greenwich/ BA Hons

Digital Film Production

SEP 2014 – JUN 2017

The digital film production course helped me expand my knowledge of the entire film making process, combining theory and practical study to help me understand how to take an idea through pre-production production and post. The course focused heavily on production with specific modules in camera and lighting, giving me a chance to have hands on experience with RED and ARRI ALEXA cameras, lighting rigs and the university's high end broadcasting systems.

My specialism, in screenwriting, tasked me with developing a 120 page feature script and a 15 episode web series. Other modules focused on the course included production design live production. My Dissertation involved the creation of a film from concept to final 10 minute short film. on which I acted as both screenwriter and producer helping organise an 8 man team during the 9 day shoot in Farnham, Surrey.

### The Billericay School / A Level + GCSE

SEP 2009 – JUN 2014

#### A Levels

English Literature and Language combined (A), Media Studies (A), Art and Design (B) EPQ (A)

#### As Levels

Physical education (B)

#### GCSE's

12 GCSE Passes (inc. English, Maths and science at grade C or above)

## Skills

**Design + Film :** Illustration • Graphic Design • Typography • Motion design with After Effects • Copywriting • Brand guidelines • Logo & identity creation • Presentation decks • Production co-ordination • Direction • Set dressing • Layout • Design Crit & writing workshoping

**Client Servicing:** Administration • Social media management • Ghostwriting • PR • Crisis Communications • Media Relations • New business pitching • Thought Leadership

**Personal:** Collaborative • Detail orientated • Easy going • Fast learner • Approachable • Outgoing

**References available upon request**