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MEDIA & ENTERTAINMENT RECRUITMENT

WRITING YOUR CV



WHY A CV?



- Record of experience & education
- Chance to show off your skills
- 1st introduction to a company



CV STRUCTURE

- Profile/Key Skills
- Work Experience
- Education
- Supporting Awards/Certifications



PROFILE\KEY SKILLS



Job Seeker

Jobseeker@gmail.com – 0780000000 –
website/ address



Profile

Up-and-coming producer accomplished in delivering successful film and television productions according to schedule, budget and content standards.

Collaborative in working with strategic and creative teams to develop and produce quality video content. Expertise in preproduction logistics, planning, production, custom graphic compositions, special effects and asset management.

I am now looking to continue my career in TV and Film and am currently looking for roles within content production.

WORK EXPERIENCE - THE GOOD



(June 2020 - Present)

Chocolate Films

Producer

Chocolate Films is a film production company and social enterprise, creating factual video content and facilitating workshops in filmmaking and animation. I hold a key role in this small, entrepreneurial company, working across both Chocolate Films and Chocolate Films Workshops:

- Managing the production of video and animation content for distribution online, social media, exhibition AV, events, live streaming and broadcast (VOD)
- A consultative, adaptable and confident approach to managing a diverse portfolio of clients, and advising clients on video content and marketing strategies
- Running multiple simultaneous projects across corporate, education, government, inter-governmental, charity, arts and heritage sectors
- Setting and owning production budgets and delivery schedules
- Working with internal and external creative teams; briefing scriptwriters, filmmakers for shoots, and managing editors during the post-production process
- Creating pitch documents, casting notices, call sheets, risk assessments, rights clearances
- Delivering arts-industry learning and career development programmes for young people
- Designing and arranging filmmaking and animation workshops with children, young people and vulnerable groups

(Aug 2018 - June 2020)

Chocolate Films

Business Development Manager

Before my current role, I worked exclusively in business development:

- Developing new business opportunities from new and existing clients by pitching video projects, producing creative outlines and proposals for content
- Establishing budgets, work plans and timelines
- Working with the Company Directors to decide on and achieve strategic business development goals
- Overseeing branding and marketing campaigns including email, social media, events and website for Chocolate Films, Chocolate Films Workshops and 1000 Londoners brands
- Line-managing in the Sales & Marketing team

WORK EXPERIENCE - THE NEEDS WORK



Oct. 2014 to now

Senior Front Desk Agent

- *Welcoming in a warm and specialized manner.
- *Handling guest check-in and check-outs professionally.
- *Managing guests and non guests accounts.
- *Dealing with reservations.
- *Dealing effectively guests complaints.
- *Dealing with guest suggestions.
- *Providing maximum quality according to Company's procedures.

2013 to 2014

Front Desk Agent

- *Welcoming in a warm and specialized manner.
- *Handling guest check-in and check-outs professionally.
- *Managing guests and non guests accounts.
- *Dealing with reservations.
- *Dealing effectively guests complaints.
- *Dealing with guest suggestions.
- *Providing maximum quality according to Company's procedures.

X Duplicated Information

X Lack Of Specific Details

X No Identifying Factors

EDUCATION



INCORRECT LAYOUT



A-Levels:

Physical Education - B

Geography - C

ICT - C

Engineering - Merit

GCSE's:

English - B

Maths - B

Science - C

French - C

Religious Studies - B

Physical Education - B

Geography - B

ICT - B

EDUCATION



CORRECT LAYOUT



Academic Achievements

A-Levels:

Physical Education - B

Geography - C

ICT - C

Engineering - Merit

GCSE's:

8 GCSE's ranging from A-C, including Maths, English, and Science.

DO'S & DON'TS

DO'S:

- Make your CV clear, neat and tidy
- Tailor your CV to the job
- Place the important information up-front
- Keep it short and sweet
- Play to your strengths
- Use bullet points

DON'TS:

- Use complicated fonts & colours
- Includes too much information
- Use unprofessional email addresses
- Send with spelling mistakes
- Include crazy selfies



Hot Babe Muff

Dancing has been my passion for a long time, I recently achieved my grade 7 in ballet and have previously gained grade 6 in tap dancing. I enjoy dancing because it helps me get fit and allows me to hang around with my friends. I also like wearing the pretty costumes when we put on a performance. I also enjoy business administration.

Education

2000-2006: Putney Road Primary School

Here I learnt how to read and write. I also made a lot of really good friends who I am still in touch with.

2006-2011: Putney St. John's School

I really enjoyed secondary school, although I didn't always get on with the teachers and in year 8 moved into a different tutor group. I gained my GCSE's here, my favourite subjects were business studies and drama. I got 3 A's, 2 B's and 6 C's. I was pleased with my performance as I didn't always work that hard.

2011-2013: South London College

I decided to go to College rather than stay on at school in the Sixth Form as this is what most of my friends were doing. College was great as we used to get some free periods and we could sit in the canteen and play cards. I studied a BTEC Level 3 Diploma in Business, at times it was really difficult and I didn't do that well in some of the coursework pieces. I got a Merit in the end though, which I was glad about.

Work experience

I don't have much work experience because it's been quite hard to find much. Last summer I worked for six weeks in my mum's friends nursery to help with holiday cover - I had quite a bit of responsibility with some of the office duties but I also really enjoyed it because during the breaks I could play with some of the kids that attended the nursery.

Fiona Jenkins

13 Valley Lane
Dundee
DD3 7UH

Tel: (01382) 1234567
hotbabe@mail.com



Personal Details:

Marital Status: Single
Children: None
Health: Very good
Nationality: British

Education:

1993 – 2000	Highgate Primary School, Dundee
2000 – 2005	Balgay High School, Dundee Achieved 3 Highers and 8 Standard Grades
2005 – Present	Tayside College, Dundee Currently studying to achieve HNC Retail Management

Work History:

Retail Assistant, Kensington Clothing, Dundee Duties: Worked part time in a clothes shop.	2002 - 2005
Assistant Manager, Streetwise Fashions, Perth Duties: Asisting in the running of a busy high street clothes shop.	2005 - Present

Hobbies / Interests:

I enjoy watching TV, playing games on my computer and going out with my friends.

Additional Information:

Fluent in French and Spanish
Driving Licence (6 points)

References:

Mrs Stewart Tayside College Dundee DD8 7PL	Mr Jenkins 13 Valley Lane Dundee DD3 7UH
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RUTH MORRIS

MULTIDISCIPLINARY PRODUCER

CONTACT ME

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W: http://ruth-morris.com

CAREER PROFILE

I am a detail oriented and hardworking producer and producer's assistant. With over a decade of local and international experience, I work across scripted television and screen business, short-form content, mobile games, and tech.

KEY SKILLS

- **End-to-End Production & Administration:** development and pitch decks; budgets; schedules (for both screen and tech projects); research, production paperwork and logistics, coverage and reports.
- **Screen business & legal:** inc. CAMAs, recoupments and financing; option agreements; cast and crew contracts; clearances for archive, music script, and art.
- **Post Production & deliverables:** supervising offline, online, VFX, graphics, audio, promos; delivery paperwork. Comprehensive technical knowledge: codecs, file types, resolution, frame rate etc
- **Project Management:** Team leadership; Agile (inc JIRA) and Kanban processes; workflows; risk and cost analysis; scope management & stakeholder engagement.
- **Archive Producing** - inc. sourcing; tracking; story; clearances & negotiation.
- **Business Development** - building and managing complex networks; analysing and strategically utilizing data insights.
- **Executive & Team Assistance:** High-level administrative support for producers, executives and teams. Travel, diary management, research, email, events.

COMPUTER SKILLS

- Skilled in Adobe CC inc. Photoshop, InDesign & Lightroom
- Comfortable editing in AVID and Premiere
- Final Draft, Movie Magic Scheduling, StudioBinder
- Advanced Microsoft Office, G-Suite

DRIVERS LICENCE

- Full and clean Australian drivers licence - manual & automatic.
- Comfortable driving all vehicles inc. vans and small trucks.

SELECT WORK HISTORY

Punchdrunk, London

CREATIVE PRODUCER, Apr 2022 - Present

- Work with senior producing team to manage creative development and production of an immersive mobile game developed with Niantic in LA.
- Oversee schedule, inc. creative team's time, and production across all assets and game elements (i.e. level and narrative design, art including animation & cinematics, in-game sound, narrative audio, ARG + digital).
- Line producing junior team members and freelancers.

FilmChain, London

BUSINESS DEVELOPMENT MANAGER (LEAD), Dec 2020 - Mar 2022

- Support producers with expert advice on recoupments and CAMAs.
- Developed and maintained relationships with global screen industry.
- Metrics - designed all processes to track and analyse data inc. CRM.
 - Analysed metrics to measure impact and determine improvement.
 - Prepared metrics as presented to founders, stakeholders and board.
- Led & grew BD team inc. onboarding, appraisals, and workflows.
- Worked alongside founders and tech team to develop the product.
- Writing: applications for grants and funding; marketing content.

BUSINESS DEVELOPMENT & CLIENT CARE, Jun 2020 - Nov 2020

- Account and project management: CAMAs, sales & client care.
- Develop, implement, manage strategy & output for socials & marketing
- Support tech team - testing platform, QA, tracking bugs.
- Festival attendance and preparation: Cannes, San Sebastian, TIFF etc

Unrd, London

SUPERVISING PRODUCER (Acting Head of Production)

Aug 2019 - Mar 2020

- Led production department at an exec level across the slate from development to post. Shipped 8 titles (17 episodes/40 days content)
- Designed and revised production pipeline to optimise workflows.
- Team growth and development. Hiring, assignment, appraisal of in-house creative teams and freelancers.
- Work with technical team, utilising new in-game features.

PRODUCER & DIRECTOR, Feb 2019 - Jul 2019

- End-to-end production on immersive stories and social content.
- Collaborate with writers on creative development; lead project as director from pre-post. Creation of final assets and upload to CMS.

'Neighbours', Fremantle

JUNIOR PRODUCER, Jun 2018 - end Dec 2019

- Involved in end-to-end production of up to 13 blocks at once.
- Supervised and managed post-production department ~15 people.
- Oversaw master post schedule and full post-process in line with rolling production calendar across 43 shoot weeks (260 eps/year).
- Script and dialogue clearances. Advised script on cast availability.
- Oversaw and executed sustainer cast deal memos, option agreements, time-outs. Sourced and permitted offsite locations.
- Responsible for: teasers, recaps, screening notes, tech checks & fixes, supported with delivery of program inc. music cue sheets
- Helped establish talent development program with Film Victoria.
- Coordination with partnerships, publicity, legal and business affairs.

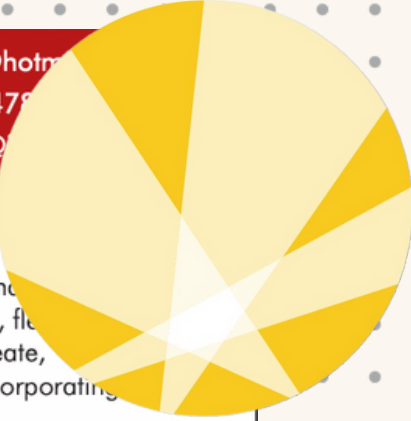
'Olivia Newton John: Hopelessly Devoted to You', Fremantle

ARCHIVE PRODUCER, EXTRA'S CASTING & PRODUCER'S ASS'T
Oct 2016 - May 2017 | Prod: Margot McDonald, EP: Jo Porter

- Researched, sourced and negotiated usage and rates for all archive
- Fact checked and liaised with producer on research to contribute additional storylines.
- Coordinated music re-recording process. Tracked music budget inline with script changes and offline edit.
- High-Level producers assisting.
- Extras and bit-part casting - inc. special talent and period extras casting (1960-2000s). Prepared & executed all DMs and contracts.

jodylauren
Graphic Designer

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☎ +447810 000000
📷 @jodylaurengd



Profile

Results speak volumes. With my creative acumen and as design lead, I contribute a range of print and digital assets that result in award winning published retail materials. With a driven proactive attitude, flexible approach, I confidently apply a sound work ethic to all projects undertaken. I am trusted to lead, create, inspire, delegate and support wider team engagement. I continue to develop new and core skills incorporating advancements in technology to enhance project outcomes, from inception through to completion.

Skill set



Publishing

Contribution to multiple publications. Design lead and task ownership for materials.



Digital

Over 2 years digital experience - currently developing in-house assets for social media platforms.



Illustration

A champion conceptualising vector based elements to bring a concept to life.



Branding

Confidence in developing ideas and strategies that show insight and innovation.

Experience

Newtrade Media, Designer,
08/2018 - Present

- Brand guardian of Newtrade Media look and feel across a portfolio of print and digital products, HR assets, events, social media marketing, advertising and corporate branding
- Taking full ownership of the design of fortnightly publication, including templated pages and creation of new spreads to brand
- Leading a project campaign from concept leading to the successful outcome - a renewal of the initiative
- Creative and accurate design across multiple magazine print titles. Creating events and marketing collateral including large-scale banners, brochures and digital web banners
- Mentoring and management of a Junior Designer - motivation/creative instruction to enhance skill set
- Researching opportunities for design innovation - to enable products to be intuitive and easy-to-use
- Ensuring consistency of brands through creation and adherence of brand guidelines that capture the purpose, tone and function of each product
- Guiding the shape of major projects / advertising campaigns with global FMCG brands / agencies
- Prioritising key tasks and hitting deadlines
- Responsible to support growth of the print and online audience
- Laying out pages in InDesign and using Photoshop to edit images for print and web

Newtrade Media, Freelance Designer,
06/2018 - 08/2018

Freelance Graphic Designer,
08/2017 - 08/2018

- Communicating with clients to develop custom promotional and marketing collateral
- Developing and implementing branding for new and existing companies
- Producing detailed visuals and illustrations specific to client requests
- Working to tight deadlines and working on multiple projects at once
- Updating logos, templates and projects in line with new branding guidelines
- Using images effectively and having an eye for typography to balance layouts

A to Z Catering, Graphic Designer,
08/2017 - 08/2018

- Producing visual artwork for print and web - brochures, flyers, e-flyers, vehicle signage, packaging
- Liaising with printers, sourcing the best prices when required
- Shooting and editing products for company website and publications
- Creating new branding for packaging applied to external product lines
- Creating content and managing various social media accounts
- Solving IT/technology related issues, maintenance of the company website

Education

Bachelor of Arts Honours
📅 09/2012 - 05/2015

Graphic Design and Illustration
📍 University of Hertfordshire, UK

Advanced Levels and BTEC Double Award
📅 09/2010 - 07/2012

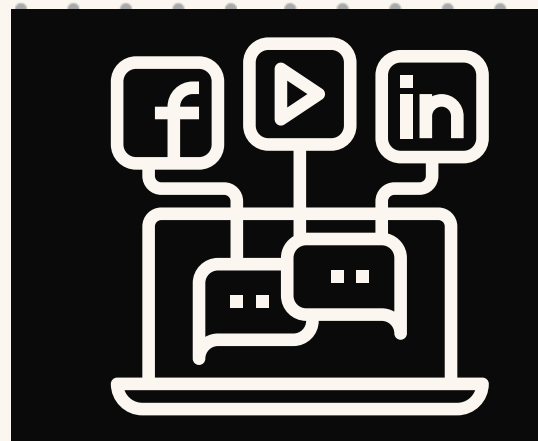
Media, Sociology (AS Level)
Art & Design
📍 Valentines Sixth Form

Courses

After Effects CC: Beginner - 04/2019
After Effects CC: Intermediate - 04/2020
Microsoft and PowerPoint - 06/2021

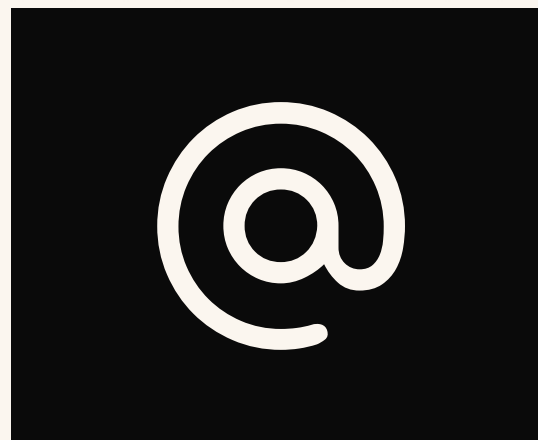
Full use of industry standard software

REACH OUT



SOCIAL CHANNELS

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