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Full Driving Licence

An enthusiastic, proactive BA (Hons) Film Production Graduate with a passion for filmmaking and telling stories in all shapes and forms. A curious individual eager to learn, with a hands-on, optimistic mindset and superb writing and communication skills.

Education

BA(Hons) Film Production | University of Portsmouth | First Class | 2021-2024

Winner of the Barbara Machin Award for Best Script in a Short Film (Class of 2024)

- Produced several scripts from short film scripts to a script for a television pilot, which had to be completed simultaneously. Both scripts went on to receive a First-Class grade.
- Managed and collaborated on short film projects, assisted with editorial direction, and liaised with diverse talent. Went on to collaborate, accommodate, and communicate with a diverse crew and actors and demonstrated a highly organised nature when under pressure on set.
- Embraced opportunities to work on multiple student short film projects. Learnt how to work in a fast-paced, high-pressure environment where we were limited in time, and challenges came up that required me to use my own initiative to come up with fast, short-term solutions to repair.
- Created a marketing campaign with teammates that comprised creating a website for the film, directing and editing crew interviews via Davinci Resolve, writing the film's synopsis, intentions, and inspirations, and contributing to the website's photo gallery.

Experience

Peer Support Officer | Marie Curie, Caterham, Surrey | April 2025- Present

- Creating marketing materials for the Community Companion service such as volunteer recruitment leaflets, event posters and editing videos for special events like Brighton Pride.
- Marketing Marie Curie services by networking with health and social care professionals at meetings, creating website adverts and engaging with GPs, pharmacies and other social care services.
- Taking initiative by developing our service's social media presence by taking responsibility for our Facebook page, creating social media plans and schedules and utilising the page as an engagement tool to reach service users and appropriate organisations
- Assisting with the coordination of engagement workshops, roadshows and presentations to professionals by ensuring excellent organisational skills, paying close attention to detail and ensuring readiness beforehand to ensure the delivery of impactful communications and events.
- Executing administrative support to the volunteer services team by creating Excel spreadsheets, gathering and logging essential data and tracking and ordering distribution materials needed for operations.
- Creating rapport with service users by making outbound assessment phonecalls to understand whether the service being provided is appropriate and able to meet the needs of the person looking to access support.
- Utilising software and CMS systems like Microsoft Dynamics and MS Office, SharePoint, CDL and diary management software like Optima (Health Roster).

Research Intern | Paper Entertainment | January 2024- May 2024

- Researched requested information and story material remotely for the upcoming TV series, Dr Jakob, whilst maintaining confidentiality around project details during early development.
- Supported screenwriter, Barbara Machin, by summarising documents and books for relevant material. Ensured work was of a high standard by being detail-oriented and discreet to produce high-quality research
- Met tight deadlines whilst juggling internship with university studies

Editor-in-Chief | Spyglass Magazine, University of Portsmouth | October 2021-April 2024

- Proofread and edited students' articles via Google Docs, MS Office and Wix to manage and update digital content and brand consistency. Refined writers' work and provided feedback on updates to their copy.
- Pitched and wrote over 20+ articles for publication throughout my university career, ranging from local news reporting, film and television commentaries, political opinions and wellbeing pieces.
- Managed a team of writers, responded promptly to queries and managed multiple articles simultaneously.
- Interviewed people for articles and conveyed accuracy when transcribing their interviews.

Skills

Software | Adobe Premiere Pro | DaVinci Resolve | MS Office | MS Final Draft | Dynamics | Adobe Lightroom

Editorial | Proofreading | Editing | Scriptwriting | Film Direction | Academic Research | Digital Photography | Media Research | Social Media | Computer Literacy | Office Administration

Soft Skills | Strong Verbal+ Written Communication | Organisational Skills | Attention to Detail and Accuracy | Multi-Tasking | Team Player | Time Management | Problem Solving | Self-Motivated | Willingness to Learn

Student Film Experience

- **Writer/Director | Punk Mitzvah | 2024**

Successfully developed a personal concept and comedy script for my graduate project and directed the 12-minute film to a final resolution. Took responsibility for the social media marketing of the film by creating content that established casting and crew updates as well as BTS photography, with some of the photos taken by me.

- **Runner/ BTS Photographer | It Is What It Is | 2023**

Assisted the crew with tasks and made sure to be proactive when on standby e.g. taking coffee orders from the cast. Seized the opportunity to take behind-the-scenes photos, which would be used for promotion.

- **Script Supervisor | Rosie | 2022**

Assisted production in keeping track of continuity. Created lists of props, actors' clothes and hair positions, marking actors' positions and took continuity photos for reference.

- **Writer/Director | Em and George End Things -Winner of Best Film and Best Screenplay at No Time To Shoot 48 Hour Film Challenge | 2022**

Tasked with writing, filming, and editing a film within 2 days with a team of strangers. Developed, wrote and directed a successful 6-minute short in under 48 hours whilst building trust with my team.

Other Experience

Shout Volunteer | Shout 85258 | August 2024-July 2025

- Provided empathetic support to a variety of different individuals of all ages who are dealing with anxiety, depression, stress, loneliness or suicidal thoughts using active listening techniques that helped them feel calmer and establish the next steps of their journey.
- Signposted texters to resources and services providing more long-term and complex support.
- Committed to texter confidentiality, unless in the case of abiding by safeguarding duties, and followed requirements to maintain texters' privacy and keep their details protected.

Out of School Playworker | YMCA East Surrey | December 2024- March 2025

- Supervised the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or incidents that may have occurred and any medication administered
- Assisted senior staff in the play or youth setting to ensure its smooth and reliable operation, including setting up and packing down sessions.
- Built positive and professional relationships with children and young people.

Interests

I enjoy learning about and discussing social issues, ranging from mental health, neurodiversity, reproductive rights, feminism, disability, and politics. I am further interested in television, literature, cinema, punk rock music, travel, history, theatre, and psychology. I am neurodiverse, LGBTQ+ and an animal lover (specifically dogs!)

References Available on Request

GDPR Statement: This CV may be kept on file for future employment and distribution purposes