

AMBER PEYTON

CONTACT

07932228074

amber_1787@yahoo.co.uk

IMDB: Amber Peyton

Base: Birmingham

SKILLS

Costume continuity
Costume design
Costume Fittings
Problem solving
Attention to detail
Interpersonal Skills
Able to work under pressure
Knowledge of fabrics

EDUCATION

BA Hons Fashion Design
Bristol UWE

Foundation Diploma in Art
& Design
DeMontfort Universty,
Leicester

TRAINING COURSES

Mission Accomplished: Step Up To
HOD: Feb-April 2024

Screenskills courses: Various
certificates: 2024.

REFERENCES

Paul Higton: paulhigton13@gmail.com

Nicholas Sheldon-Hadley: nsheldon79@hotmail.com

PROFILE

I am creative, driven and enjoy working within a team. I have gained Multi faceted skills working as a principal costume standby including costume continuity and working on set in fast paced environments.

I am also experienced in wardrobe assisting duties ie, prepping of costumes for designers line ups, laundry, minor repairs and maintenance.

I have recent experience in Costume design, fittings and working to a set budget.

I am keen to gain more experience as a Principal Costume Standby for HETV and film, utilising the skills I have learnt over the last 7 years.

WORK EXPERIENCE

Principal Costume Standby

Jan 2025

Block 5, Shakespeare & Hathaway
BBC studios, Line producer- Lorna Copeland.

Crowd Costume Supervisor

BBC Studios/Britbox, Sister Boniface Mysteries. June 2024- present
Line Producer- David Innes Edwards. H.O.D- June Nevin.

Principal Costume Standby

2018-2024

BBC Studios, BBC Doctors. 255 Episodes.
Line Manager- Nichol Hoye. HOD- Paul Higton.

Costume Designer

July & Nov 2023

BBC Studios, BBC Doctors. 6 Episodes.
Line Manager- Nichol Hoye. HOD- Paul Higton.

Costume Designer

March 2024

BBC Iplayer. 'The Break' series 6. 4 Episode.

CV

Producer- Richard Kelly.

2017-2018

Costume Assistant

BBC Studios, BBC Doctors. 56 Episodes.
Line Producer- Sam Hill. HOD- Paul Higton.

April 2022

Costume Designer

BFI, Hard to reach. Short Film.
Producer- Jess Palmorozza.

Oct-Nov 2016

Costume Assistant

Cider House Productions, End of Term. Feature Film.
Producer- John Paul Chapple. Costume Designer- Heidi Miller.

Other Costume Experience

March-April 2023

Costume Assistant

Pixel Revolution Films, The Shamrock Spitfire.
Producer- Nigel Martin Davey

Various dates 2021-22

Wardrobe Assistant

The Bootleg Beatles tour.

Aug 2022

Costume Daily

BBC & Netflix, Champion.

Dec 2021





Costume Designer

BBC Studios, Director training course.
Executive Producer - Mike Hobson.

DANIEL GALLEGO

GRAPHIC DESIGNER

CONTACT

-  123-456-7890
-  hello@reallygreatsite.com
-  www.reallygreatsite.com
-  123 Anywhere St., Any City

SKILLS

Skill name here

Your Skill

Special skills

List your skills

EDUCATION

Your Degree Name

Your Institution Name

2016-2018

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2016-2018

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LANGUAGES

- English 
- German 
- Spanish 

PROFILE

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WORK EXPERIENCE

Your Job Position here

Company name 2020-2022

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ISABEL MERCADO

+123-456-7890



Executive Secretary

hello@reallygreatsite.com



123 Anywhere St., Any City



SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Ginyard International Co. University

Bachelor's Degree in Business Administration
2016 - 2020

Studio Shodwe University

Business Administration on Executive Assistance
2020 - 2022

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROFESSIONAL EXPERIENCE

Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence

JONATHAN PATTERSON

GRAPHIC DESIGNER

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EXPERTISE

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TO WHOM IT MAY CONCERN,

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SINCERELY,



JONATHAN PATTERSON
