








-  07775177139
-  skyebroad@icloud.com
-  Birmingham based- but willing to travel
-  LinkedIn- Skye Broad
-  Full clean driving licence-Over 21

## PROFILE

I am a recent graduate currently working as a Production Secretary. My long term ambition is for a career in Production Management so am looking for work that would put me in good stead to do so. I pride myself in being organised and punctual as well as enthusiastic about any given task.

## SKILLS

- BAFTA Albert Sustainability Graduate
- Octopus PMI
- Screen Skills- Coronavirus basic awareness on production
- Adobe Premier Pro, Adobe Audition
- Pro Presenter
- Sony Z150, Canon C100 and Canon C300
- Communication and networking

## MEDIA EXPERIENCE

### MISADVENTURES OF ROMESH RANGANATHAN

#### Rumpus Media

April 2023-present

Production Secretary

- Working to organise travel arrangements, completing the call sheet, raising PO numbers and completing float reconciliations on Octopus PMI

### LATE NIGHT LYCETT

#### Rumpus Media

20th Mar-30th April 2023

Production Trainee

- Worked closely with the production management team completing admin tasks and gaining knowledge of daily operations in a number of departments

### GREAT BRITISH MENU

#### Optomen

Various dates between Sep-Feb 2023

Production Runner

### BRITAINS GOT TALENT: THE ULTIMATE MAGICIAN

#### Thames TV

11th October 2022

Production Runner

### COMMONWEALTH GAMES BIRMINGHAM- SANDWELL

#### AQUATIC CENTRE

##### Progress Productions

July - Aug 2022

Video Playback Operator

- Used the software Pro Presenter to play out VTs and graphics during gametime.

## EDUCATION

### BA (HONS) MEDIA PRODUCTION

Birmingham City University

2019-2023

### SECONDARY SCHOOL

Barr Beacon School/ Sixth Form

3 A-levels (German, History, English Language)

9 GCSE's including Maths and English

2012-2019

References available upon request



## NON - MEDIA EXPERIENCE

### SAINSBURYS- KINGSHEATH

Retail Assistant

Oct 2019 - May 2023

- Answered customer queries and provided a positive shopping experience
- Assisted customers on the sales floor and developed an acute understanding of their needs and buying patterns.

### LITTLE DESSERT SHOP- GRAND CENTRAL

Artisan Dessert Maker

March 2019- Oct 2019

- Processed customer orders on the till/handled money and card payments
- Achieved Food Hygiene certificate and practised this daily
- Worked with equipment effectively always following health and safety measures.