

Personal statement

A self-employed actor for over ten years, I'm intelligent, creative and a useful contributor in team situations. My IT skills are first rate. A people person with excellent communication and initiative, I'm capable of prioritising workloads and hitting deadlines. My aim is to make a useful contribution to my team and do my part to help my organisation run smoothly.

Key Experience

- People skills
- Being a brand ambassador
- All Microsoft Office programmes
- Data management and IT systems
- Working with confidential information
- Listening to the customer's needs and meeting them
- Working within agreed time limits, policies and procedures

Work Experience

Self-employed Actor

November 2010 – Present

I am my own Recruitment Consultant, Marketer, Secretary, PA and Book-keeper

- Sourcing contracts
- Diary management
- Completing annual tax returns
- Promoting the 'product' - i.e. me!
- Travel & accommodation planning
- Tracking business data including tax and finance

The actual acting:

- Being a good ambassador for each hiring company/ the industry as a whole
- Fitting in instantly as part of a team
- Keeping calm under pressure
- Working with the public
- Being friendly and kind
- Attention to detail
- A good memory

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1st line Support, Dell Corporation Ltd

December 2006 – August 2007

- Supporting customers via the phone
- Great listening skills
- Remaining calm, confident and focussed

Social Care Worker, St Mary's Secure School

August 2005 – April 2006

- Working with vulnerable young people
- Liaising with social work, police and courts
- Handling confidential information

Administrative Temping, Universal Staff

June 2003 – August 2005

- Microsoft office packages, internet, email
- All correspondence, manual and online filing systems
- Prioritising workload, meeting deadlines

Qualifications

University of Sunderland 2011 - 2012
BA Drama (one year top-up) (Pass)

The Open University 1999 - 2004
BA (Hons) (Open) (2:1)

Reid Kerr College
HND Acting (A) 2009 - 2010
HNC Acting (A) 2008 - 2009
NC Acting and Performance 2007 – 2008

Disclosure Scotland

Basic disclosure certificate applied for June 2019

References

On request