**I give permission for my CV and details to be kept on file for future use.**

# Rebecca Sargeant

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I have just finished my BA (Hons) in Creative Writing and Media and Communication at Kingston University and am a keen runner, junior researcher and researcher, looking for work in entertainment and daytime.

## SKILLS

* Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Docs, Adobe systems (Premiere Pro, Photoshop, After Effects, InDesign) and Celtx.
* Proficient in the running of business social media accounts including Facebook, Twitter and Instagram.

## EDUCATION

**BA (Hons) Creative Writing and Media and Communication – 1st class**

**Kingston University, London**

***(2017-2020)***

**Kingston Award**

***A points based scheme that provides recognition for participation in activities outside of the university timetable***

**GOLD**

**A Levels in Creative Writing, English Literature and Graphic Communication**

**Hove Park School and Sixth Form Centre**

***(2009 – 2016)***

## TELEVISION EXPERIENCE

**Production and Social Media Assistant for The Adventures of Sleepy the Magical Bear (June 2020 – Present)**

* Running the Facebook page and working with the social media team to create marketing and promotional ideas.
* Liaising with the project creator, director and editors to overcome issues and creative input.

### Runner on Brexit Debate: A Very British Coup? For Tinopolis TV (Channel 4) (September 2019)

* Responsible for purchasing and collecting supplies and lunch for the editorial and production teams.
* Communicating and dealing with issues with high profile guests and audience members.
* Liaising with the production office and floor crew with script issues, set organisation and other general problems.

**(January 2019 – March 2020)**

**Runner/Shadowing Production Manager on The Big Questions**

* Working with the Production Manager and Production Coordinator with the organisation of travel plans for high profile guests and the host, creating, distribution and collection of release forms and the cash reimbursements to guests, crew, and other runners.
* Communicating with guests both on and off set to ensure their arrival and comfort on the show.
* Liaising with the floor manager, crew and editorial teams about any issues leading up to going on air, distributing any additional supplies on set and into the truck.

### ADDITIONAL EXPERIENCE

**Essential Production Research Skills – Pam Relton Training (July 2020)**

* Online course (due to Covid-19) covering essential skills for a production researcher, including how to spot and tell a good story, internet research tips, smart research techniques, widening sources of information, telephone techniques and writing a pitch and research brief.

#### Inclusive Curriculum Consultant at Kingston University (October 2019-Present)

* Adapting university policies, module handbooks and other university wide documents through in depth research on topics such as the BME gap and disability bias.
* During my time in this role I have undertaken training subjects such as: disability training, unconscious bias and microaggressions and I personally taught the public speaking training to my peers.

#### Front Desk Assistant at Kingston University (December 2018 – May 2019)

* Reporting to senior members of the team and assisting with day to day office work and, which included booking meetings, diary management, having face to face interactions with students, graduates and members of the public.
* Creating and updating marketing material to be posted across four campuses and on running the Careers and Employability social media accounts on Facebook, Twitter and Instagram.
* Researching particular job roles and careers for students, what other university’s careers teams were offering their students, and how to engage students with the team more.

#### Student Ambassador at Kingston University (December 2017 – Present)

* Working with staff and the public for events to encourage people to visit the university and answer queries. This included Open Days, seminars, UCAS fairs, talks with secondary schools and sixth forms.
* During my time I handed my creative flair to the events team. I coordinated, filmed and edited the campus tour video for our brand new five storey building. I also worked as a voice over artist and in the marketing photographs and videos for Kingston University’s 2020 marketing scheme.

#### President of the Kingston Hub (May 2019 – June 2020)

***The Kingston Hub is a social action scheme that pairs students with volunteering opportunities in the local community.***

* Running weekly committee meetings with the team, supporting with projects that the Hub is working on, and researching prospective community partners.
* Externally networking with members of the community, local councils and charities to create mutually beneficial work within the Hub.
* Regularly reviewing annual plans and ensuring that the Hub is on target to achieve them, whilst considering its long and short term goals.

## REFERENCES

**Katie Costello, Hungry Bear Media -** 07867425350 / [katiecostello86@hotmail.com](mailto:katiecostello86@hotmail.com)

**Maggie Mutch, Two Mutch Ltd -** 07802936808 / [maggie@2mutch.co.uk](mailto:maggie@2mutch.co.uk)

**Mairi-Alice MacCallum, Tinopolis -** MairiAlice.MacCallum@Tinopolis.tv