



## PROFILE

I am an undergraduate student at Bath Spa University studying Film, Television and Digital Production. I am seeking opportunities within the media industry for my Professional Placement Year.

I have excellent interpersonal and communication skills gained through my work experience and university studies during various collaborative projects and assignments.

I also have lots of technical experience with industry standard equipment and am very familiar with using a variety of essential software packages used in the industry.

I am now keen to bring these qualities to a professional working environment.

## CONTACT

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## REFERENCES

Available on request.

# EMILY ELIZABETH HUGHES

## EDUCATION

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**Bath Spa University**

[2018 – Present]

**Degree:** BA (Hons) Film, Television and Digital Production with a Professional Placement Year.

**Courses:** Studio Production, Sound and Camera, Audio Recording, Digital Practice, Experimenting with Specialist Roles in Production, Advanced Studio Production, Digital Effects.

**Maesteg Comprehensive School**

[2011 – 2018]

- 10 GCSE'S grades A\* to C

- A Levels grades BCCC in English Literature, ICT, Drama and Welsh Baccalaureate.

## WORK EXPERIENCE

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**The Second Bridge – Bar Staff**

[2019– Present]

As a member of The Second Bridge team we must provide friendly and efficient service, making customer's orders to a high standard and distributing them correctly. It is an extremely challenging yet rewarding job that requires excellent communication given the loud and busy environment. Teamwork skills and the ability to use initiative and think on your feet are essential to ensuring everything runs smoothly due to the fast pace and high-pressure nature of the job. I believe working in this environment has enabled me to develop these skills to a very high standard and I am confident I can apply these to the professional working world.

**Eden Menswear – McArthurGlen Designer Outlet**

**Sales Associate**

[2019–Present]

Eden is a Menswear store that stocks various brands including both causal wear and suits. As a Sales Associate, we are trained to greet customers on arrival, assisting them with finding stock, measuring and tailoring suits and checking their items out at the till. The emphasis on customer service encouraged me to refine my interpersonal skills and allowed me to develop my confidence on assisting customers 1 to 1. The intimate environment meant there was a heightened focus on

professionalism and friendliness. I pride myself on having the skills and ability to provide the best possible service to each and every customer.

#### **Clarks – Sales Floor Team Member**

[Summer 2018]

I was trained in numerous areas of retail, including serving customers on both the shop floor, in the stock room and at the till. This was a high intensity, fast paced and challenging environment that allowed me to develop and refine my teamwork and communication skills. This job required me to assist customers in measuring and fitting their shoes and using my knowledge to recommend what style was best for them.

## **VOLUNTEERING AND INTERNSHIPS**

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#### **Bridgend College – Marketing Intern**

[Summer 2017]

I did a two-week internship as part of my schoolwork experience at Bridgend College's Marketing department. During this time, I was set a number of tasks to complete under strict deadlines. I was responsible for creating digital advertisements for a range of different events that were being promoted by the college online. Using various Adobe software packages (Photoshop, Illustrator, Fireworks) I created banners and posts for their social media pages that had to meet a certain brief. This experience helped me to understand the importance of time management and working as a team. It also helped me develop my technical and IT skills and helped me feel more confident in my ability to create a successful end product that was not only to a high standard but also met the deadlines and brief I was set out to achieve.

#### **Ty Nant Cat Sanctuary - Cat Care Assistant**

[2016–2017]

I visited Ty Nant Cat Sanctuary twice a week alongside my school studies. I was responsible for cleaning their rooms/cages, ensuring they were well fed and cared for.

I also sorted through donations and organised blankets/food/toys etc. Despite it sometimes being a very emotional job, I am very passionate about this organisation and found my time there very rewarding and fulfilling.

## **SKILLS**

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**IT Skills** – Experienced on both Apple and Windows computers. Proficient user of Microsoft and Adobe software. Skilled in various industry standard software including Pro Tools and most Adobe Creative Cloud platforms.

#### **Interpersonal, Communication and Teamwork**

- Well versed in customer service roles illustrated through my work experience.
- As a member of bar staff, I am required to demonstrate an excellent ability to plan ahead and manage my time effectively alongside others within a cramped, fast paced and challenging environment.
- As a Sales Associate there is a heightened focus on professionalism and being friendly and approachable in order to serve customers to the highest possible standard.
- At University I am constantly working with others during various collaborative projects and assignments. This includes doing pitches and presentations together and also creating and producing films and TV shows as part of my courses.

#### **Written and Literacy**

- Submitted a number of essays and reports as part of my university assignments and have consistently achieved 1sts and 2:1's.