

Justin Smith

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PERSONAL PROFILE

I'm a graduate in MA Digital Media and BA Media Arts/Film with skills in Adobe Creative Suite softwares. I have acquired transferable Administrative skills through years experience as a Production and Post Production Runner. Hoping to excel my career and land a role in a Media /or Administrative environment.

SKILLS

Data Entry • Scheduling • Microsoft 365 • Runner • Reception • Scanning • Canva • Communication • Teamwork • Multitasking • Numerical • Adobe Creative Suite

EMPLOYMENT

August 2022 - April 2026

GRAVITY MEDIA • RUNNER • RECEPTION

- . Taken charge of inventory checks and purchases, plus drink and food orders
- . Externally communicated with staff through loading/unloading Video & Audio equipment deliveries, PCL construction, Autocue on set and Data entry archiving
- . Internal communication through telephone, Microsoft Office and Teams

March 2014 - December 2019; October 2021 - January 2024

SOHO STAFF • FREELANCE RUNNER • RECEPTION

- . Freelanced for various Production and Post Houses where I managed lunch/drink orders and bookings for clients and staff. Also packed away hard drives before having them distributed and scanned onto computer systems
- . Managed the opening and closing of office locations and signed in staff and clients

November 2021 - July 2022

CLEAR CUT PICTURES • RUNNER

- . Supported/ shadowed Post Producers and MCR with data entry, managing emails, checking in and out hard drives on scheduling software ScheduAll and Ingest, Transcoding and Consolidation of files on Avid Media Composer. Also have set up client rooms, answering the phone, making food/drinks and handling petty cash purchases.

February 2019 - June 2019

INTELLIGENCE OFFICE • RELIEF WORKER

- . Printing, Scanning and Photocopying of confidential documents for clients, before creating a digital copy for the companies' internal system

EDUCATION

2020 - 2021

UCA FARNHAM • MA DIGITAL MEDIA • DISTINCTION

Modules studied includes Digital Storytelling, Critical context, Industry base project, Interactive platforms production, Final major project

2012 - 2015

ST MARY'S UNIVERSITY TWICKENHAM • UPPER SECOND CLASS BACHELOR ARTS
MEDIA ARTS & FILM AND POPULAR CULTURE

Modules studied includes Online Broadcasting, Web Design, Research and Media, Horror Studies

2010 - 2012

GUILDFORD COLLEGE • HIGHER NATIONAL DIPLOMA MEDIA

Modules studied includes studio projects, script writing, stop motion animation, directing, producing

REFERENCES

Available on request