

JOE BLOGGS

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A highly creative and dedicated manager who makes things happen through well-developed organisational, communication and leadership skills. An ability to quickly analyse, diagnose and improvise, gained through years of successfully working in greatly varied, often high-pressure environments. Fluent in French.

PROFESSIONAL RECORD

First Class Films, Dublin

Film Location Manager

2003-date

Various feature films, pop video and commercials in Ireland & United Kingdom. Management of the location department, controlling all filming done outside of studio.

- Translating ideas from scripts through working with key stakeholders resulting in viable proposals.
- Establishing correct protocol and successfully managing relationships with the public and local authorities to ensure filming takes place on time and within budget.
- Forecasting the proposal requirements of key stakeholders and organising delivery which ensures no conflict arising during filming.
- Managing and prioritising movement and positioning of equipment, vehicles, and crew to ensure maximum efficiency and minimum disruption.
- Estimating and negotiating appropriate budget figures with key stakeholders and successfully delivering within agreed budget.
- Recruiting and managing teams of up to eight staff and building strong working relationships which ensures maximum flexibility in pulling teams together as required.

Education Department, Film Institute of Ireland

Special Projects Assistant

2001-2003

The Education Department coordinates research and teaching within FIL

- Contributed to publicity and marketing projects within the Education Department ensuring maximum impact for all events
- Researched ideas for department projects and produced proposals which won the support of the department and which were organised successfully
- Directed "Video Challenge Project" which results in the making of three short films by young people
- Organised various practical and theoretical film courses to the required standard of educational requirements of the institute
- Produced assessment reports on education department events resulting in continuous development and improvements

Conference Office, University of Paris

Event Coordinator

Summer 1998

The Conference Office coordinates all events held on university property

- Held meetings with prospective clients to determine their specific requirements and negotiate rates for all events
- Organised every aspect of conference, including accommodation and catering on large scale resulting in well run events
- Worked with other team members to supervise events ensuring smooth running
- Processed invoices and effected payments in a timely manner

EDUCATION

University College Dublin

BA Economics 2.1

1996 – 2000

St. Mary's Secondary School, Waterford

Leaving Certificate

English (H) A, Maths (H) B, Irish (H) B, History (H) B, Biology (H) B, Accountancy (H) A, French (H) A

HOBBIES / INTERESTS

Cycling, swimming, reading

References available on request