

Jake Learman

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A highly organised and efficient individual who is looking to step up into the role of production assistant. I hope to gain more experience working in a professional film environment, whether in a production office or on set. I pride myself on my punctuality and attention to detail.

Work Experience

- The Third Floor Inc.** **London**
Facilities Coordinator *November 2021 - Present*
Being promoted to the role of Facilities Coordinator greatly expanded my responsibilities. It involved everything from maintaining the office to meeting clients to ensuring government safety standards were met. I was also supporting staff working on-set or in-client offices ensuring that they had an appropriate set up to work effectively.
- The Third Floor Inc.** **London**
Runner *July 2021 - November 2021*
As a runner my role mainly consisted of transporting equipment to and from various sets and the company's various offices and storage facilities to ensure that the virtual production teams were able to work on set. Working for a leading VFX company has greatly developed my production skills.
- The Entertainer** **Watford**
Customer Service Assistant *October 2019 - July 2021*
Working at a retail store has greatly developed my communication and inter-personal skills. This job opportunity has given me a chance to enhance my ability to think on the spot and solve problems efficiently.

Education

Academic Qualifications.....

- University of Nottingham** **Nottingham**
BSc Hons Computer Science *2016-2019*
Achieved a 1st in Programming & Algorithms, Maths for CS and Computer Fundamentals amongst other modules including Computer Security, C++ Programming and HCI.
- JFS School** **London**
11 GCSEs, A to C Including Maths and English. *2009-2013*

Skills

- Software Skills:** Microsoft Office (Advanced), Adobe Suite (Intermediate), Final Draft (Intermediate), DaVinci Resolve (Intermediate). Also have adept skills in various Linux Distributions and programming languages.
- Other Skills:** Experience using DSLR camera to shoot both stills and video, knowledge of cleaning and maintenance of various lenses.