

# JAMES WAYMAN



<https://www.linkedin.com/in/james-wayman/>

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## EDUCATION

THE CODE INSTITUTE  
Full Stack Web Development  
Currently Enrolled  
GOOGLE DIGITAL GARAGE  
The Fundamentals of Digital  
Marketing  
Google Certification  
June 2019  
ANGLIA RUSKIN  
CAMBRIDGE SCHOOL OF ART  
2:1 Honours,  
B.A. Film and Television  
Production  
Class of 2018  
KNIGHTS TEMPLAR SCHOOL  
AND SIXTH FORM  
3 A Levels, Geography,  
Sociology and IT  
GCSEs including Triple Science  
Award and English Bacalureate

## KEY SKILLS

HTML  
CSS  
Video Production  
Video Editing (Premiere Pro)  
Visual Effects (After Effects)  
Adobe Creative Cloud  
Customer Service  
Marketing  
Data Entry  
Microsoft Office  
Screenwriting / Creative  
Social Media  
Administration

CAR OWNER WITH  
CLEAN DRIVING LICENCE

Highly creative with strong technical, communication, customer facing, and organisational skills developed across a plethora of roles.

An experienced assistant with a history of working in public and private positions.

Currently currently studying Full Stack Web Development with the Code Institute. Seeking opportunities to hone my skills and take the next big step into a career.

## WORK HISTORY

Administrative Assistant, FIRA International (July 2019 - March 2020)  
Stevenage, Hertfordshire

Starting in a temporary position, I joined FIRA's Service Technician department working as an Administrative Assistant.

My role was primarily to schedule and arrange technician's visits, further building on my administration skills, strong telephone manner, and customer facing skills. In my position I was also responsible for completing reports from technician visits, using my keen eye for detail to ensure accuracy, and strong written communication, was delivered to clients in a timely fashion.

Freelance Filmmaker (Present)  
Hertfordshire

In January 2019 I started up my own small business producing video content. I found this to be a hugely monumental, but rewarding task.

Building upon my existing production skills, I learned a great deal about business, time management, scheduling, meetings and client communication.

This has led to very occasional work, which I fit around my other work commitments.

Store Supervisor, Marks and Spencer (October 2018 - February 2019)

Baldock, Hertfordshire

At Marks and Spencer, I continued to further my skills and responsibilities by taking on the role of shift supervisor.

My role was to coordinate with staff members and run store shifts. While being responsible for the team, I was also responsible for producing daily sales and waste reports, improving store standards, and completing due diligence.

I learned much in this position from the added responsibility it gave me, vastly improving my organisation and communication skills.

Harvest Admin Assistant, Frontier Agriculture (August 2018-October 2018)

Sandy, Bedfordshire

My work at Frontier was focused on assisting the lab manager in administration tasks relating to seed.

My duties included setting up, maintaining, and finalising sample entries, pertaining to seed coming from various farmers and suppliers. I also had to work closely with other departments, such as traders, to prioritise certain samples and results.

I partook in much of the testing of samples, ensuring correct and accurate results were provided, which went on to inform the decisions of the company.

Furthermore, I assisted in paperwork, filing, answering the phone and general administration tasks.

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## WORK HISTORY

### (CONTINUED)

Harvest Weighbridge Operator, Frontier Agriculture  
July 2018

Sales Assistant, Homebase Bunnings  
March 2018 - July 2018

Customer Assistant, Vue Cinemas  
Cambridge  
Jan 2017 - Jan 2018

Harvest Temp, Frontier Agriculture  
Jun 2017 - October 2017  
May 2016 - September 2016  
July 2015 - September 2015

Sales Assistant, Brantano Footwear  
Sept 2014 - April 2015

## REFERENCES

Carol Allen Laboratory Manager, Frontier Agriculture  
[carol.allen@frontierag.co.uk](mailto:carol.allen@frontierag.co.uk)

"James has worked for me directly for 4 years during his summer break from university. We often work long and unsocial hours, which he has always been happy to do. His role includes general Laboratory work as well as being my personal seed admin assistant. He works well as part of a team in addition to being able to effectively manage his own work, when given a task to complete. In his role attention to details is very important, also time management as there are often as assortment to jobs to be done in unison. He also has to communicate with people from multiple different departments in the company, from lorry drivers to managers, which he does with good manners and competency. I would not hesitate to employ him again."

Jim Black Operations Manager, Frontier Agriculture  
[jim.black@frontierag.co.uk](mailto:jim.black@frontierag.co.uk)

"James has worked for me for several years during his summer breaks from University and has always been a very reliable and flexible employee. He has operated a weighbridge with lab at a busy store most recently. During the day there are up to 40 deliveries which each load needs to be tested and weighed and booked to the relevant contracts for payment. He needs to coordinate these resources, communicate with other site personnel of suitability to tip, keep all the paperwork accurate and up to date, any inaccuracies effect supplier payments. With all these activities happening he has always kept the area tidy and free from safety issues, been punctual and a joy to work with."

Sophie Jackson Course Leader, Senior Lecturer, Cambridge School of Art

References available on request:  
0845 1962855  
[Sophie.jackson@anglia.ac.uk](mailto:Sophie.jackson@anglia.ac.uk)

## ACHIEVEMENTS

- Assistant Director and Visual Effects on the award winning Student short film "Sons of Mars." RTS Royal Television Society Awards East (2019)
- Film and Television Course Representative (Anglia Ruskin) (2016-2018)
- Contribution to Student Life Award (Knights Templar Sixth Form)
- Prefect Award (Knights Templar Sixth Form)
- Triple Science Award (Knights Templar School)
- English Baccalaureate Award (Knights Templar School)
- Former Hertfordshire and East of England Archer
- Duke of Edinburgh Award
- National Citizenship Award