

CONTACT



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ELEANOR BIRCHALL

TELEVISION PRODUCTION MANAGEMENT GRADUATE

SUMMARY

I am a Television and Film graduate with four years of experience in video and audio editing. I am a strong creative individual, analytical and a team player with an eye for detail.

TECHNICAL SKILLS

Adobe Premiere Pro

Adobe Audition

Adobe Acrobat

Adobe Photoshop

ADMINISTRATIVE SKILLS

Strong Organisation Skills

Scheduling

Budgeting

Knowledge in Microsoft - Word,

PowerPoint, Excel

TRAINING / EVENTS

- TV Broadcast Studio Training
- Green Screen Editing Workshop
- Children's Producer Masterclass with Dominic Macdonald
- Production Design Training with Beena Khetani BBC Talent
- Bolton Film Festival 2023

PROJECTS

- Visionelly Media YouTube Channel
- Weekly Blog Posts on Website



<https://eleanormariex.wixsite.com/portfolio>

EXPERIENCE

SUNDAY SALES SUPERVISOR/ SALES ASSISTANT
CANCER RESEARCH UK June 2022 – March 2024

- Participating in fundraising – Cake sales, face painting.
- Trained new volunteers with excellent customer service.
- Managed banking and float money.

PRODUCTION ASSISTANT WORK EXPERIENCE
ITV : MATERNAL May 2022

FLOOR MANAGER WORK EXPERIENCE
EDGE HILL UNIVERSITY February 2022

PERSONAL ASSISTANT/ ADMIN ASSISTANT
THINK TANK ACADEMY January 2022 to November 2022

- Worked to alleviate Manager's overload by handling all customer interactions for the company, including walk-ins, email, and phone.
- Remained flexible, adaptable, and punctual.
- Assisted in graphic design for infographics.

VIDEOGRAPHY/ ANIMATION PLACEMENT
THINK TANK ACADEMY January 2022 to June 2022

- Explored and assisted in animation-making for the courses.
- Filmed segments of the training sessions for social media content.
- Assisted in social media content.

SUPPORTING ARTIST
SKY MAX : FUNNY GIRL November 2021 - December 2021

EDUCATION

2023 - Present (2024)
Edge Hill University

MA FILM AND MEDIA

2020 - 2023
Edge Hill University

**BA HONS TELEVISION PRODUCTION MANAGEMENT
AWARDED SECOND CLASS HONOURS**

2018 - 2020
Runshaw College

BTEC CREATIVE MEDIA STUDIES AWARDED MERIT

LinkedIn Learning Courses

Project Management ✓
Foundations: Schedules ✓
Excel Essential Training ✓
Premiere Pro Essential Training ✓