**CURRICULUM VITAE**

**Poppy Forbes**

Education 2015 – 2018 University of London BA History at Royal Holloway 2:1

Dissertation: What impact did The Arab Spring have on violence in Egyptian society? (Achieved a grade of 68%)

Excellent written and verbal communication skills: Multiple 1ST rate essays and public presentations (highest grade achieved: 76%)

Professional Experience

**May 2018 – Date DTV**

**Account Manager/Deputy Producer/Graduate**

* My role as a Deputy Account Manager at DTV, a TV and Digital advertising agency that for charities internationally is hugely varied

My responsibilities include:

* Assisting Production Management throughout the process and being the key point of contact for the creative team and clients
* Developing and managing budgets and invoicing throughout a production as well as ensuring the client receives a quality, value for money product and internal margins are reached
* Resolving and finding solutions to any production and operational issues that come up
* Managing the timings and pre-production of shoots including location searches, casting, research, and props. This management also include attending the shoots and ensuring that they are timely and safe, especially since COVID-19.
* Developing production schedules and managing diaries to ensure that all material is approved and delivered on time to hit Television media deadlines

It gives me the opportunity to develop skills and knowledge in a range of areas:

* Organisational and planning skills when managing around 15 different clients ranging from UNHCR International to RNIB across 7 countries on a day to day basis and ensuring all projects hit strict deadlines for booked media.
* Communication, collaboration and managing relationships with a range of people when acting as the main point of contact between clients, other agencies to the wider staff team including other producers and creatives. Communication and motivating others are key to ensuring the team work collaboratively to ensure that briefs and deadlines are met. I also communicate with clients on a day to day to build strong working relationships which further support the business as a whole
* Fast paced problem solving and decision making when issues with production occur and I need to find solutions that won’t impact the schedule and final film.
* I am an organised and committed member of the team and have successfully managed multiple campaigns with ROIs over 1 within the first few months of launching.
* My experience in terms of propositions ranges from standard donation appeals to Value Exchange Campaigns and Lottery Ads
* The majority of my work is film focus, plus some static/still work on both TV campaigns and Digital Campaigns in Facebook, YouTube, Instagram and Programmatic.

**Jan 2017 – May 2018 Head waitress at Haweli, Egham.**

* Managing the waitressing team of a busy restaurant was a great basis of interpersonal and management skills that I have carried through into my Account Management role. The key role responsibilities included:
  + Having sole responsibility for front of house
  + Organising staff and their rotas
  + Managing and working with small teams

Personal Interests And Volunteering

* During my degree I was also awarded the ‘Building Bridges’ scholarship in 2017 in which I spend three months in Egypt studying Arabic and Islamic studies to build understanding between regions, cultures, countries and religions.
* At my graduation in 2018 I received the “Student of the Year” award.
* Board Member of the ‘Amnesty Feminists’, an activist group that works voluntarily for Amnesty International in the UK.
* Being part of this network involved organising events and petitions as well as write a monthly newsletter for the 18,000 signed up members.
* As a speaker for Amnesty International, I often present ideas and insights at Student and Activist events, with a specific focus on educating people on Women’s right in Egypt..
* This involves managing projects, organising large-scale events and social gatherings as well as being responsible for all social media, advertising and administration