

Ellie Harwood.

I am looking for opportunities to expand my knowledge and experience within the events industry. I was an ambitious student who worked 2 jobs in my gap year in order to accept my university place. One of those was in a cafe, which means I can at least make a decent cup of tea – something that can be hard to come around these days! In my current role as Community Champion; I have to plan, co-ordinate and execute fundraising stints and help improve the outreach of our store, as well as all the problem solving. I am doing that through managing a Facebook page that I set up, utilising displays and through networking in the community. I also create content such as films and graphics to use here. As a one-man department, this all rests on my shoulders, and I had to learn to adapt to actioning briefs sent remotely all of this whilst representing a national company and staying on brand too. I have experience in film & events as Production Manager for an online event and multiple film productions, and being a Student Co-Ordinator for the online showcase of our university work. The aspect I enjoy the most in this industry is being about to take something from concept to creation and feel that I had helped to make something happen – I get no better feeling than seeing the end result of my hard work. My experience as Production Manager has given me a well rounded grounding in all areas of filming, editing, and marketing as well as the organisational side. I have acquired a keen eye for detail and work ethic through my role as a Lifeguard; and my University projects have seen me take on leadership roles and prove time and time again to be reliable and up to the tasks at hand. I have shown this in particular when taking on extra roles half way through productions as members dropped out, having to adapt and produce work quickly in order to keep the production running and on schedule.



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East Midlands Based (Flexible)



07521 336637



EDUCATION

- 2017-2020 **University of the Arts London**
First Class Honours,
BA (Hons) Live Events & Television
- 2014-2016 **Bourne Grammar School**
3x A Levels B,B,D
1x AS Level D
- 2013-2014 **Bourne Grammar School**
9x GCSEs A*-B



SKILLS

Team Player	●	●	●	●	●
Organisational Skills	●	●	●	●	●
Communication	●	●	●	●	●
Problem Solving	●	●	●	●	○
Microsoft Office	●	●	●	●	○
Technical Drawing	●	●	●	●	○
Photoshop	●	●	●	○	○
Premiere Pro	●	●	●	○	○
After Effects	●	●	●	○	○



Level 3 Emergency First Aid at Work
Qualification (VTQ)



Clean UK Drivers License



WORK EXPERIENCE

- Jan 2021 - Present Engagement & Communications Secondment, Morrisons**
Creating digital materials for internal communications and developing ideas for company engagement. Including but not limited to videos, internal blog articles and internal social media posts
- July 2020 - Present Community Champion, Morrisons Peterborough**
Connecting the store with the local community by helping to support local charities, good causes, schools and businesses.
Organising fundraising events and stints in store, organising and increasing & coordinating food donations and helping to distribute them to food banks, community fridges and schools. Organising and planning for external fundraisers to use our store for their own fundraising. Managing a budget as to how we support the community.
Most notably, creating a video of a store tour to send to schools to increase education around food and where it comes from.
Managing a social media page, creating digital and physical materials.
- Jan 2020 - Present Production Manager, Mind Over Matter**
Mental Health organisation focusing on creative and digital ways to improve mental health and mental health awareness including workshops, documentaries and live streamed panel events.
- 2020 Production Co-Ordinator (Edit Team), UAL LCC Showcase Event**
Helping to guide the Editing Team in creation of showreels and visual material for the online and physical screening of the Class of 2020's Showcase Event/Degree Show. As well as creations for the cohort website.
Liaising with the other departments involved and the UAL Events team, complying to brands, guidelines and deadlines.
- 2020 Production Manager, Overflow**
Final Major University Project.
A sustainable fashion dance film, focusing on the impact of fast fashion
- 2020 Assistant Producer, Salsa Documentary**
Documentary investigating how Salsa is a cultural Identifier. Produced by DKD21 Media.
- 2020 Assistant Producer, 'New Gold' Music Video**
Music Video for award winning Columbian Signer/Songwriter Angelica Lopez. Produced by DKD21 Media.
- 2019 Events Admin Work Placement, Kid's Country**
Children's educational event based around food and farming. Liaising with over 50 schools & volunteers, organising and creating resources. Collating all safeguarding paperwork & helping to ensure the children's safety.
- 2019 Stage Manager, Bourne Footlights Production of 'Curtain Up!'**
`Week Long run with the Bourne Footlights. Organising all the actors, props, cueing actors and backstage crew and overseeing set changes.
- 2019 Production Manager, 'All that Glitters isn't Gold'**
3rd Assistant Director, 'Cooking with Bertie'
Props Manger, 'Take it from the Top'
Script Writer, 'The "Good" Wife'
University Projects, working on short 4 minute films based in a 1950's British house.
- 2015-2016 Volunteer Stage Crew, Stamford Corn Exchange**
2016 Stage Manager, 'It Snows!', National Theatre Connections Festival
Week long run at the Stamford Arts Centre, and another Performance at the Royal and Derngate with the Stamford Senior Youth Theatre.
- 2016 Producer, 'Female Personality of the Year'**
Sixth Form Play
- 2015 Artistic Director, 'The Importance of Being Ernest'**
Sixth Form Play
- 2016-2020 Vacational Cafe Assistant, Sainsbury's Bourne**
Face of the company, customer service skills and money handling.
- 2015-2020 Lifeguard, Bourne 1Life Leisure Centre**

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REFERENCES AVAILABLE UPON REQUEST

Angie Aguirre
Producer for DKD21 Media
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Ellen Rowlinski
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