

Jack Cokell

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SE9

PERSONAL PROFILE

I am an adaptable individual who has gained experience working within a busy TV post-production house in a client supporting role. I hold a degree BA Honours in Sound Design focusing on the creation and development of sound and music. I have more recently worked in TV production and post-production as an office runner working alongside the Office Manager and Post-production runners to ensure editing suit facilities were fully supported to allow clients to work proficiently. My eventual goal is to secure a job role where my current skill set can be effectively utilised.

KEY SKILLS

- The ability to communicate and interact well with others, individually and in a team.
- A desire to learn new skills and further develop existing knowledge
- A passion for post-production and audio systems
- Knowledge of sound recording and editing techniques
- A creative mind ready to take on new ideas and new concepts

EMPLOYMENT HISTORY

01/23 – 02/23 Studio Runner – Sunday Morning Live, ITN, London

- Meet and greet guests appearing on the show
- Assist Head Runner to ensure smooth running on production day
- Look after cast and crew, providing refreshments when needed

01/23 – 02/23 Gallery Runner – Squid Game, Studio Lambert, Barking

- Take food orders and deliver meals to all members of the Gallery
- Ensure the working environment is kept clean and kitchens are well stocked
- General office duties such as laminating, printing and stock auditing

07/21 - 01/22 Warehouse Operative – Proper Music Distribution Limited, London

- Stock picking for distribution to retailers

2019 - 2020 Runner – Shine TV Limited, London

02/19 - 08/19 Runner – Evolutions, London

- Carrying out drive runs to collect the raw footage for the machine room to compile
- Shadowing in the edit suites, accumulating raw footage, adding music, voice over and sound effects
- Client support and general office duties

2018 - 2019

Runner – Shine TV Limited, London

- Client support, shadowing in-house staff in MCR
- Assisting Production staff in the development of a variety of television programmes, duties included Logging, street casting and assisting the Office Manager
- Shadowing in the Machine Room and Editing Suites and taking part in location pick up shots (Hunted)
- Helping productions with prepping of kit for shoots
- Setting up video & audio equipment for client meetings
- Carrying out general office duties including scheduling the weekly food shop
- Ensuring toilet facilities were supplied with hand soap, toilet rolls and hand towels

EDUCATION AND TRAINING

2022	NCFE Level 2 Certificate in Principles of Business Administration
2019	Premier Pro for Beginners
2018	After Effects Introduction to Premiere Pro Post-Production Masterclass
2017	Fastlaners Programme: Bauer Media & Uprising <ol style="list-style-type: none">1. Building employability skills (interactive workshops on CVs, covering letters and LinkedIn)2. Participating in panel events and networking with professionals3. Developing confidence and teamwork skills through personal development sessions and activities Employability Course – Volunteers Centre Greenwich <ol style="list-style-type: none">1. Level 2 Business Administration course2. Understanding Mindset3. Working in a team4. Job application skills5. Interview skills
2013 - 2016	BA (Hons) Sound Design - Level 6: Ravensbourne University London Development of production skills, looking at the creation of sound and music across different contexts and industries.
2011 - 2013	BTEC Media Studies: Coopers Technology College, Kent

REFERENCES

Available upon request