

# Ruby Waters

Sutton - SM2

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## Profile

I have recently graduated from Film Production at Solent University where I have learnt the basics of the film production process from pre to post production.

I am committed to building my portfolio by collaborating with different teams of like-minded and dedicated individuals that will challenge me to ultimately fulfil my full potential as a sound professional.

## Work Experience

### **Assistant**

Film Media Academy - January 2017 to May 2018

Supervising and assisting pupils in creative problems when making their short films.

Employer: Linda St John

Email: [lstjohn@rosebery.surrey.sch.uk](mailto:lstjohn@rosebery.surrey.sch.uk)

### **Data Entry Clerk**

Harrow Management Ltd. - Sutton - May 2017 to June 2017

Clerical work covering busy periods.

Employer: Mark Waters

Email: [info@harrowman.co.uk](mailto:info@harrowman.co.uk)

### **Public Relations**

Harrow Management Ltd – Sutton – July 2019 to September 2019

Answering phones and emails to tenants, leaseholders, and contractors to help with enquiries.

Manager: Jo Edge

Email: [info@harrowman.co.uk](mailto:info@harrowman.co.uk)

## Education

### **A-Levels in Photography, Music, English lit/lang**

Rosebery School - Epsom

September 2016 to April 2018

### **BA Hons Film Production**

Solent University

Expected to graduate in July 2021

## Skills

I am able to take instruction well, organise my time, and communicate efficiently to make any project that I am working on go smoothly.

I am also confident when speaking to clients whether it is by phone, email, or in person and communicate with the level of professionalism needed to be a suitable ambassador for any team or company I may be a part of.

## Certifications/Licences

Full UK Driving Licence