

# Elena Moreau

moreauelena3@gmail.com

Linkedin: <https://www.linkedin.com/in/elena-moreau-64750914b/>

## Education

**Oct 2020 - Nov 2020:** Video Editing Online courses

**2015 – 2020:** BSc (Hons) Media and Communications - London Metropolitan University

**August 2018:** Filmmaking Certificate - London Film Academy

**2011- 2014:** French Baccalaureate - Lycée Français Charles de Gaulle

## Work Experience

**February 10th - February 17th 2020: Director and camera operator for a Fashion documentary project**

- Wrote the shot list and the journalist's script
- Planned the shooting days
- Set up the camera equipment efficiently and quickly
- Filmed professionally in a fast paced environment

**January 2020 : Runner for 2020 Best Futures trade fair at London Excel Centre**

- Introduced myself to exhibitors and helped them feel welcomed
- Responded to questions and/or concerns posted in the Bett Futures Exhibitors 'Whats App' group
- Helped the exhibitors to showcase their products at the show by taking photos of their stands when they are at their busiest
- Delivered messages about any problems to the right persons in the fair

**November 2019: Teaching Rooms Auditor at London Metropolitan University**

- Set up IT equipments before classes started
- Did surveys for each teaching rooms
- Reported to supervisors when something felt wrong

**August 2019 - October 2019: Social Media Ambassador at London Metropolitan University**

- Participated in meetings and bringing up my own ideas
- Wrote blog posts about student life issues

**April 2019 - July 2019: Communications Team Intern at the Faith & Belief Forum**

- Contacted people for interviews
- Interviewed members of religious communities during social events
- Organised an event for the Faith & Belief Forum
- Wrote and scheduled 4 newsletters and posted them on social media

- **November 2018 - February 2019: Video Production Internship at London Metropolitan University**
- Made the shot list of the video
- Took care of the admin part of the project (talent form, risk assessment, location permission)
- Directed the video and finish the shots on time
- Drew the storyboard to help to have a visualisation of the shots

**November 2018: Teaching Rooms Auditor at London Metropolitan University**

- Set up IT equipments before classes started
- Did surveys for each teaching rooms
- Reported to supervisors when something was wrong

**October 2018: Open Day ambassador at London Metropolitan University**

- Engaged with parents and new students to guide them through the university
- Helped visitors find their way around the university
- Gave necessary informations about the university's facilities
- Helped set up the rooms for presentations

## **Volunteering Experience**

**April 2019:** Waitress at the event *'Voices of Inspiration'*

**March 2019:** Sound recordist for the *London Metropolitan Filmmaking Society's project*

**October 2018:** Cashier at the *Bloomsbury Festival*

**November 2018:** Fundraiser at the *Music For Youth Concert*

## **Skills**

- Calm under pressure
- Listening Skills
- Resilient
- Attention to details
- Problem solving skills
- Team working skills
- Flexible
- Reliable
- Organised
- Social media knowledge
- Video Editing Skills (Final Cut Pro, Adobe premiere pro)
- Filming knowledge

## **Languages**

English, French

## **Interests**

Video editing, filming, piano and storytelling

