

PARKES

CARYS

EDITOR AND VIDEOGRAPHER

CONTACT

SUMMARY

I’m a passionate and enthusiastic Media and Communications Graduate, eager to learn and challenge myself. I’m in my element when I’m able to be creative and deeply enjoy making videos, editing and writing in my spare time. I’m no stranger to being put under pressure from my previous work and studies. Ready to get stuck in and work immediately.

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Full Clean UK Driving License





**CUSTOMER SERVICE ASSISTANT**

One Stop | 2019 — Present

Owned by Tesco, One Stop is a convenience store, serving the local community. During my employment I have been able to enhance my customer service and general social skills with regular and loyal customers, allowing me to grow in confidence. The job has also challenged me, working under pressure and dealing with high demand, especially during the pandemic. I continued to provide the expected standard of customer service even with this difficulty, offering alternatives and looking out for our customers, such as the elderly, who maybe struggling the most during the difficult time.

**RETAIL AND ADMINISTATIONS ASSISTANT**

West Midlands Safari Park | 2019

West Midlands Safari Park is a very popular attraction for families over the summer months. During my employment I was working during this busy period, which tested my ability to handle customers and work under pressure. An example of this was when I worked in the ticket booth and our computer system crashed at the start of the day. With trailing queues to get in and having to do everything by hand, I had to be speedy but attentive in making sure payment details were correct and customers were charged correctly.

**WORK PLACEMENT - SOCIAL MEDIA ASSISTANT & VIDEOGRAPHER**

MMX Communications Services LTD | 2018

MMX is a telecommunications company based in Solihull, working with customers such as Virgin Media, Capita and BP. During my work placement I was tasked with helping improve the company’s social media presence with PR students. This allowed me to take charge of the video creation for their LinkedIn and Facebook platforms. Discussing with my team leader about what they wanted, storyboarding and recce. Filming and editing each video myself, receiving constant feedback to improve the draft.

WORK EXPERIENCE

Self-taught in Sony Vegas, Adobe Creative Suite and Final Cut Pro

Knowledge with social media platforms such as Facebook, Instagram and TikTok

Time Management and Scheduling

Organizational Skills

Ability to work under pressure, undergoing multiple tasks to deadlines.

Attention to detail

Creative problem solving

Excellent communication and collaborative skills

Certified Avid Media Composer User (2017)

Covid Awareness in Production Certified (2020)

Basic Microsoft Office 365 Skills

SKILLS

**2:1 BACHELOR'S DEGREE,**MEDIA AND COMMUNICATIONS BA

Birmingham City University

2016 — 2019

EDUCATION