



SALLY HUNTER

C R E A T I V E

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ABOUT ME

Based in London looking to build a career in the Creative industries. Confident and motivated individual with a keen interest in further developing my knowledge and experience in all aspects of Content Creation; including Marketing, Communication, Advertising and Digital Media. Possesses strong communication, interpersonal and leadership skills, driven by creative and team environments.

EDUCATION

Condé Nast College of Fashion & Design 2018-2019
Diploma Fashion Communication Distinction

Loughborough University 2015-2018
BA English & Publishing
2:1 with Honours

DESIGN SKILLS

ADOBE INDESIGN

ADOBE PHOTOSHOP

ADOBE PREMIER PRO

ADOBE ILLUSTRATOR

ADOBE AFTER EFFECTS

+ EXPERIENCE

PRODUCTION RUNNER, London | Oct 2020.

BRITISH GQ, CONDÉ NAST PUBLICATIONS.

- Assisting British GQ Video Producer and GQ Production Assistant with ad hoc tasks for two days whilst filming the GQ Hero's Event 2020.
- Setting up and organising filming opportunities for social. Featuring celebrity guest speakers.
- Carrying out daily administrative tasks.
- A call back opportunity after previously working with GQ Producer prior to COVID-19.

ASSISTANT STYLIST, London | Sept- Oct 2020.

BBC- THE ONE SHOW, TESS WRIGHT

- First point of contact for PR agencies and brands wanting to collaborate with Tess and her clients.
- Organising Call ins.
- Organising dress rail show outfits for Alex Jones daily.
- Organising receipts and returns.

PRODUCTION RUNNER, London | Sept- Oct 2020.

BBC- THE ONE SHOW, STUDIO & LOCATION

- Understanding and preparing kit equipment.
- Research for on location shoots, including locations and talent.
- Assisting on set, both live shows and on location.
- Sourcing, setting up and delivering equipment and scripts.
- Transcribing VT segments throughout the show.
- Distributing messages between production teams, and running errands.
- Looking after studio guests including talent and production staff.
- Driving vehicles between locations.

PA/ OFFICE MANAGER, Newcastle Upon Tyne | May- Sept 2020.

NORTH TEES LTD

- Managing and organising dairies and deadlines of Directors to ensure a clear line of communication between the team.
- Organising detailed travel arrangements both nationally and internationally.
- Completing general administrative and office maintenance tasks.
- Developing a new property renovation portfolio of potential holiday homes in the north east.

REFERENCES

Mr. Mark Jordan Director Jam Industries, London, England
mark@jam-industries.co.uk

Ms. Cara Harding: Senior Production Manager, Condé Nast Creative Studio
cara.harding@condenast.co.uk

ACHIEVEMENTS

2018

Camp America- Life Guard, Boat Driver and Water Ski Instructor. Working with able and disabled children in high risk sports such as wakeboarding, water skiing and mono-skiing.

2018

National Pool Life Guard Qualification – First Aid Qualified.

2017

Grade 5 distinction Classical piano
Grade 5 distinction Singing.

2015

(Academic) Achieving 'Most committed to Dance Practice'.

2015

(Academic) Achieving the Dame Eleanor Allen awards for 'Most committed to the school'.

2015

Captaining the under 18's school Netball and Hockey team, competing at a National Level.

2012-2015

Performed at three National Youth Dance England Competitions across years 2012-2015,

INTERESTS

Reading up on latest fashion and beauty trends; property renovation and interior design; fitness, specifically running, sport and nutrition; surfing and water sport, travelling.

PRODUCTION ASSISTANT, London | Apr- May 2020.

CONDÉ NAST PUBLICATIONS, BRITISH GQ

- Assisting GQ Producer with post production tasks for video's being published on British GQ's YouTube channel.
- Completing general administrative tasks for British GQ's production team.
- Sourcing talent for a new series of YouTube Videos
- Organising and sitting in on meeting with GQ video producer and talent. Note taking for post meeting review.
- Learning the basics of how to budget for video production.

VIDEO ARCHIVING ASSISTANT, London | Feb- May 2020.

CONDÉ NAST PUBLICATIONS

- Archiving all Condé Nast Britain's rushes and video deliverables from approx 2015 - 2019, onto a new archiving system.
- Knowledge of video post production, including audio, premiere projects, and rushes.
- Able to set up new systems.
- Impeccable organisational skills.

FASHION ASSISTANT/ INTERN, London | Dec 2019- Feb 2020.

ITV, THIS MORNING

- Assisting with styling on set for live shows and photoshoot. • Organising call-ins from PR agencies.
- Booking models and assisting on VT photoshoots.
- Working directly with talent and presenters on the show.
- Manage all samples movements.

FASHION ASSISTANT, London | Sept- Oct 2019.

ANGIE SMITH STYLE STUDIOS

- Working alongside the fashion assistant and head stylist. Interacting daily with luxury and high street fashion brands, PR agencies and celebrity clients.
- Developing my knowledge on products, brands and trends. Engaging with celebrity clients on a personable level.
- Organising call ins and returns.

PR & HEAD OF DIGITAL CONTENT, London | Nov 2018- Sept 2019.

JAM INDUSTRIES

- Capturing, editing and grading video content for both Instagram and YouTube
- Directing photoshoots in studio and on location for Instagram and the Jam Industries website.
- Helping to develop a new event scheme for the brand and providing the team with administrative and logistical support.
- Experience using Adobe Software- Including InDesign, Photoshop, Illustrator and PremierPro

PERSONAL SKILLS

- Excellent interpersonal skills and abilities to interact and communicate.
- Enjoy working in team environments and working with others towards a common goal.
- Able to productively lead using initiative.
- Enthusiastic about driving my career forward.
- Highly organised and efficient.