

Phoebe Wilkins

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Education

MA Media, Communications and Critical Practice | University of the Arts London 2020 – 2021

- Director/producer/editor of short film, co-director of branded content film, producer and scriptwriter of podcast episode, scriptwriter for charity audio advertisement, blog creator
- Producer, editor, and researcher for mini documentary on intangible cultural heritage in small music venues

BA (Hons) Political Science and Philosophy | University of Birmingham 2017 – 2020

- Class II (Division I)

IB Diploma + High School Diploma | Holy Heart of Mary Regional High School, Newfoundland 2015 – 2017

- English 4283, Maths 3283, Biology 3287, European History 4285, European History 3285
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Work Experience

Work Placement | Love Productions – London, UK May 2022 – Present

- Conducted research for TV pitches and developed TV ideas under brief for pitch meeting for Channel 4.
- Runner on set for The Great British Bake Off and for new E4 TV series on location and at HQ.
- General office assistant; post runs, press cuts, background research, desk layouts.

Representative | LNZRT – London, UK July 2021 – Present

- Representative and spokesperson for programmers LNZRT at live music events where I act as host to artists and liaise between clients, partners, artists, artist managers, and venue managers
- Manage artist arrival and oversee timings for sound checks to ensure the event runs on time

Writer | 23 Magazine – London, UK May 2021 – Present

- Writes for Southwark funded magazine which aims to promote the arts and culture sector post-lockdown where I pitched and wrote interview piece with band member of Shame
- First successful issue granted it funding for reissue for which I continue as a writer

Production Assistant | 24fps Sky1 Billions – London, UK May 2021 – June 2021

- General assistant in the production office for Sky1 US TV show, Billions, London shoot
- Used excel to organise information in preparation for US team's high-stake arrival as well as updated universal calendar
- Assisted UK producer on location recce
- Worked as runner on set where I liaised between departments and flexibly prioritised work where needed

Transcription Editor | University of Birmingham Dept. of Linguistics – Birmingham, UK Jan 2020 – April 2020

- Transcribed, synthesized, and edited 4 linguistics lectures across recordings and notes into book chapters which ranged from 5000-10,000 words
- Acknowledged in publication of book 'The Cognitive Commitment' by Dagmar Divjak

Assistant Editor | Global Strategy Forum – London, UK June 2018 – Dec 2019

- Assisted the thinktank's Director with coordination during debate and panel events on relevant affairs which hosted high profile politicians and journalists
- Transcribed and edited 6 lectures from globally established politicians, journalists, authors, and diplomats ranging from 3000 – 5000 words for publication in the Global Strategy Forum Lecture Series 2018

Office Assistant & Social Media | K&S Lighting Designers – London, UK November 2019

- Sorted and sent back lighting samples and organized catalogues in the K&S London office.
- Setup a Facebook page for the company, identified target audience and curated initial posts.

Assistant Editor & Social Media Assistant | The NL Distillery Company – NL, Canada **June 2018 – February 2022**

- Developed social media strategy across platforms that targeted both locals and tourists over two summers, during which our Instagram grew to 4,775 followers from March 2017
- Assisted at press conference for release of new products
- Recently assisted in editing and formatting their new cocktail book which focuses on Atlantic Canada

Skills and Certificates

English, French (intermediate), Premiere Pro Adobe Certified, Indesign, Photoshop, Excel, Word, Wordpress, scriptwriter, writer, editor, social media management, audience targeting, project management, event management and coordination, community engagement, excellent verbal and written communication skills, team player, strong ability to work in diverse environments.

Extra-Curricular

- **Music** – Completed my Piano Grade 5 with honours, also completing grade 3 music theory in 2016. I played violin in my school's Traditional Music Ensemble and performed in Carnegie Hall in New York in 2011 with Cantare Choir. I now pursue my passion for music and live music venues through avidly attending live music events, and working at the Shacklewell Arms music venue and established programmers, LNZRT.
- **Arts** – Having been heavily surrounded by art from a young age, I am a keen creator and took art class in high school and was also part of the art club. I now continue my interest in the arts through by attending exhibitions, as well as exploring audio-visual expressions through film practice and the creation of visual artefacts.
- **Sports** – Ballet, modern dance and tap from age 4 until I was 17. Was in all-star cheerleading (team gymnastics/acrobatics) since the age of ten and have received an invitation to, and competed at, the World Championships in 2016.
- **Drama** – Part of the schools Improvisation drama group from 2012-2015 which also did collaborative performance for school assemblies. As part of the school drama club in 2014, I performed in a musical at Drama Fest and was nominated best supporting actress.

Volunteer Experience

Writer | Two Face Digital Magazine – UK

January 2021 – Present

- Writer for new digital magazine whose job is 'two face' contemporary issues and cultural topics through a creative lens
- First issue release March 2022

Co-head of Social Justice Committee | Holy Heart High School – NL, Canada

Sept 2017 – May 2017

- Ran weekly meetings to plan projects, host speakers and discuss social justice issues in order to spread awareness.
- Representative at City Council meeting to speak about environmentalism and community

Coordinator of Social Justice Art Auction | Holy Heart High School – NL, Canada

Autumn 2017

- Planned, organised, promoted, and carried out a silent art auction which fundraised \$1000 for refugee students
- Recruited support from local businesses for event space and food, student musicians for entertainment, as well as volunteers who helped collect donated student artwork

Volunteer | For A New Earth – NL, Canada

Autumn 2016 & 2017

- Planned, organised and carried out interactive activities to involve pupils in learning the objectives of the organization on Earth Day

Association for New Canadians – NL, Canada

Summer 2016

- Coordinated activities and worked with children of new Canadians in Summer day camp

Volunteer | Max Force Cheerleading (team acrobatics) Coach & Summer Camp – NL, Canada

2016

- Organised activities to teach children leadership skills, team building, skill building
- Assistant coach of youth cheerleading team which practiced twice a week for upcoming competitions

Leadership | RADHOC Youth Leadership Conference – NL, Canada

Autumn 2013 & 2014

- Presented at Beaconsfield Junior High on environmental effects of human waste
- Assisted in awareness campaign for human rights