

Emma Cox

Personal Statement

I am a confident and enthusiastic individual with strong interpersonal skills. I thoroughly enjoy working as part of a team, but also have the capability to work independently. I wish to develop my skills and knowledge in the broadcast sector, seeking an entry level role in network planning to pursue my passion for television scheduling.

Experience

TV Audience Manager, Applause Store Productions Limited, Elstree Studios (Jan 2013-present)

Shows: Britain's Got Talent, Got to Dance, The X Factor & The Million Pound Drop

- Communicating with audience members on arrival and managing audience queues.
- Dealing with ticket allocation and politely turning away members of the public once the venue is at full capacity.
- Coordinating and managing audience seating in various TV studio environments.

Student Channel Manager and Scheduling Coordinator, CCI TV Channel, University of Portsmouth (Sep 2015-May 2016)

- Overseeing the running of the channel, coordinating content schedules, managing the content stocklist and implementing presentation into the transmission schedules.

Work Experience, Network Planning Department, Sky UK Limited, Osterley (August 2015)

- A two-week work experience placement developing an understanding of various different teams within the Network Planning department; including Presentation, Programme Planning, EPG, Promo Strategy, On Demand and Editorial Compliance.

Assistant Producer, CCI TV Final Year Show 2015, University of Portsmouth (May 2015)

- Working alongside the Producer to manage the studio floor aboard the HMS Warrior during the live broadcast.
- Camera operator (Sony EX3) in the presentation area of the Eldon Courtyard for the remainder of the event.

Workshop Leader, Riverside Community Special School, Waterloo (February 2015)

- Delivering a television and broadcast workshop to year six pupils with a wide range of learning difficulties from SLD to MLD, teaching skills in camera work, interview techniques, presenting and reporting.

Day Runner, Britain's Got Talent Series 9 Producer Tour, FremantleMedia (Oct-Dec 2014)

Locations: Portsmouth Guildhall and London Excel Arena

- Working in a team to ensure each stage of the audition process runs as smoothly as possible.
- Assisting the Day Producer both inside and outside of the audition room.
- Welcoming each act to their audition room ensuring they are fully equipped and prepared.

TV Audience Researcher, Applause Store Production Limited, Elstree Studios (June 2014)

- Researching into celebrity guests due to appear on Virtually Famous; using social media to promote and distribute free audience tickets.

Production Assistant, CCI TV Live 24 Hour Broadcast, University of Portsmouth (May 2014)

Emma Cox

- Working with the production team in the first four hours of the event, managing the running order to ensure timings were met.
- Helping with autocue and sound throughout the rest of the broadcast.

Sales Advisor, New Look, London Colney (Nov 2011-Sep 2013)

- Providing a high standard of customer service, advising customers on style and fit, both face to face and over the phone.

Key Skills

Full Clean UK Drivers Licence

High Computer Literacy (Microsoft Windows, Microsoft Office, Mac OS X)

Avid Media Composer

Adobe Software (Photoshop & After Effects)

BSS Scheduling System

TV Studio Experience (Live & Pre-recorded)

Live Outside Broadcast Experience

Education

University of Portsmouth (Sep 2013-Jul 2016)

1st Class Honours in BSc (Hons) Television and Broadcasting

Sky Award for Most Outstanding Television Contribution

Sandringham School (Sep 2006-May 2013)

A-Level: Media Studies (A), Dance (A), English Literature (B), Fine Art (B - AS Level)

GCSE: 12 subjects A*-C, including English and Mathematics

Gold Duke of Edinburgh Award

References

Mr Charlie Watts (Course Leader BSc (Hons) Television & Broadcasting at University of Portsmouth)

T +44 (0)2392 845 485 E charlie.watts@port.ac.uk

Mr Phillip Brookes (General Audience Manager at Applause Store Productions Limited)

T +44 (0)871 987 1234 E phil@applausestore.com