

# Tasha Stubbings | CV

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## CAREER OBJECTIVE

A determined and reliable graduate with a wide knowledge base and a high level of IT skills, looking to experience new and exciting challenges, and to develop new skills whilst expanding on current skill set.

## EMPLOYMENT HISTORY

May 2001 - present	<b>Asst. Bar Manager (Barwoman/Waitress) – Full time</b> <b>The Queens Head</b> Ensuring the smooth and efficient running of the pub at all times. Running the bar on busy weekends. Sorting, cleaning and racking cellar. Cash up tills, reconcile card terminals and ATM machine. Training staff and providing a link between staff and management. Creating and adjusting rota's.
August 2008 – September 2008	<b>Video Editor – Temporary Contract Work</b> <b>Avid Technology, Inc</b> Working in a small team to edit together various customer testimonials, and a show-reel. Both required within three weeks for use at a IBC trade show. Working with a small team to create day by day video logs from IBC for submission that day to the Avid website.
September 2006 – July 2007	<b>Technician/Videographer/Support/Admin – University Work Placement</b> <b>Plume School - Expressive Arts Department</b> Aiding various tasks around department: ordering, setting up equipment, solving computer issues, setting up lighting and sound for concerts, filming/editing various projects, risk assessment, aiding students with work/problems, multimedia aid, web design. Tutoring staff in hardware and software.

## IT SKILLS

- Highly competent user of Windows
- Technical understanding of Windows XP and Windows 7
- Understanding and basic use of Mac and Linux
- Confident user of Microsoft Office
- Experience in a range of software packages including Video editing software, Adobe suite and Audio editing software

## EDUCATION

University of Portsmouth 2004 –2008	<b>BSc (Hons) Entertainment Technology (2:1)</b> Sandwich Degree with a Diploma of Industrial Studies Selection of units: Managing and Making Video, Understanding Producing and Managing Multimedia, Documentary Film and Video, Advanced Video and Post Production Techniques, 3D modelling and animation. Final Year Project: Project Management utilised in order to create a short video for a client.
Plume 6 <sup>th</sup> Form 2002-2004	<b>3 A levels</b> Information Technology (A), Music Technology (B), Mathematics (B) <b>1 AS level</b> Music (C)
Plume School 1997-2002	<b>11 GCSE's (A*-B's)</b> Information Technology, Mathematics, Graphics, Biology, Chemistry, Physics, Music, French, English Literature, English Language, Religious Studies (Short course)

## INTERESTS AND ACHIEVEMENTS

- Passion in playing and listening to music. Achieved grade 3 in electric guitar, grade 5 in piano, working at a grade 8 level on bass guitar, and mostly self-taught drummer.
- Play Bass guitar for a local charity show each year performed by Maldon Promenaders.
- Enjoy working with and building PC's, and often solving problems friends, colleagues, and local businesses have with their computers.
- Currently pursuing self-paced study for Microsoft Certification Support Technician Windows 7.
- Provide video support to friends and colleagues in various capacities, including filming, editing and producing wedding videos.
- Student Tour guide for Open Days at the University of Portsmouth.
- Nominated for a university award: 'Best edited film by a final year student'.
- Studied and passed British Sign Language (level 1a)
- Took part in a voluntary peer education group called ABC (Anti-Bullying Campaign), which involved making a presentation to many groups of students (aged 9-12). The group received many local awards.
- Hold a First Action certificate of Training in Emergency First Aid at Work (valid until 10<sup>th</sup> March 2013)
- Hold a Personal Licence
- Hold full and clean driving licence.

**REFERENCES** - Available on request