

# Tasha Stubbings | CV

EMAIL: [contact@tashastubbings.co.uk](mailto:contact@tashastubbings.co.uk)

WEBSITE: [www.tashastubbings.co.uk](http://www.tashastubbings.co.uk)

## 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 within the creative industries and to develop new skills whilst expanding on current skill set.

## SKILLS

### Personal

#### Team player

- Several university units involved working with groups of people to complete projects on time to the right specification. Example projects: Creating a documentary, designing a website and starting a business.
- Previous work experience involved working individually but also as part of a team, sometimes involving managers, admin and technicians to ensure the task was completed to the deadline.

#### Project Management

- Various university units required personal and group management to ensure the project was completed to the specification and deadline.
- Final year project was based upon project management, used to create a short video. As project manager I oversaw the video from scoping through to evaluation.

#### Organisational

- Previous work experience has required the organisation of school trips, from research and initial booking, to risk assessment and travel planning.
- Starting a business involved organising all the initial set-up and finance details.

#### Troubleshooting

- Worked with many computers to find and solve problems that have occurred with hard-ware and software.
- Organising and sorting issues that arise from incorrect management of resources. For example: Organising solutions to deal with the over booking of equipment and/or the technician's time.

### Technical

- Highly competent user of the PC (Windows)
- Understanding and basic use of Mac and Linux
- Basic understanding and use of lighting, specifically in a theatrical setting
- Knowledge and experience with sound, in both a live setting and within a recording studio.

### Software

- Video Editing (Avid Media Composer, Avid Liquid, Adobe Premiere)
- Web Design (Macromedia Dreamweaver, Microsoft Expression Web, HTML)
- Image (Adobe Photoshop)
- Audio (Sony Soundforge, Steinberg Cubase)
- Office (Microsoft Office)
- Other (Macromedia Flash, Director, Autodesk 3D Studio Max)

## VIDEO PROJECTS

### Avid Show-reel

A short 2 minute show-reel piece for Avid Technology, for use at IBC 2008. Editing video in short time span, to high quality in order to represent Avid.

### Promotional Video

A video to promote the University of Portsmouth's School of Creative Technologies. Editing video to the client specification both from on site and away from county to produce a high quality video that the university could use.

### 'Are You Experienced?' 'Intune' Portsmouth Maths Video

-A mini documentary looking at work experience in the creative industries.  
-A 25 minute live TV show based on the music scene.  
-A video report on the success of a new maths initiative in Portsmouth.

- Production management – Scheduling, troubleshooting, resource managing, storyboarding, video production, sound editing, evaluating.
- Communication – Team interaction, conveying ideas and information, listening and understanding.
- Technology – DV cameras, microphones, lighting, green screen, software (Avid, Photoshop, Soundforge, Flash)
- High pressure – working to set deadlines.

### Select Videographer projects

**Oliver** – Helena Romanes School (Jan 08)  
**Summer Music Concert** – Plume School (July 07)  
**Disco Inferno** – Plume School (March 07)

Producing and Editing video of school productions/shows etc.

- Acquiring and managing resources, directing, camera operating, capture and editing, encoding to DVD, menu and case designs, sound design and recording, audio syncing.

## EDUCATION

University of Portsmouth  
2004 –2008

### **BSc (Hons) Entertainment Technology (2:1)**

Sandwich Degree with a Diploma of Industrial Studies

Selection of relevant units:

Studio Recording, 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

### **3 A levels**

Information Technology (A), Music Technology (B), Mathematics (B)

### **1 AS level**

Music (C)

Plume School  
1997-2002

### **11 GCSE's (A\*-B's)**

Information Technology, Mathematics, Graphics, Biology, Chemistry, Physics, Music, French, English Literature, English Language, Religious Studies (Short course)

## EMPLOYMENT HISTORY

May 2001 - present	<p><b>Asst. Bar Manager</b> – Full time <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. Taking orders and payment. Serving food and alcohol to customers in bar and restaurant. Dealing with customer complaints and sometimes customers that cause trouble. Working busy bank holiday weekends.</p>
August 2008 – September 2008	<p><b>Video Editor</b> – Temporary Contract Work <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.</p>
September 2006 – July 2007	<p><b>Technician/Videographer/Support/Admin</b> – University Work Placement <b>Plume School - Expressive Arts Department</b> Aiding various tasks around department including ordering, setting up studio equipment, solving computer issues, setting up lighting and sound for concerts, filming/editing various projects e.g. concerts, risk assessment, phoning various people, aiding students with work/problems, multimedia aid, web design. Tutoring other staff in hardware and software necessary to carry out various video projects.</p>
October 2006 – March 2007	<p><b>Business Partner/Web Design/Administration</b> – Self Employed <b>Infinite Web Solutions</b> Running business with business partner creating websites for various customers. Tasks included: Keeping accounts, designing sites, talking with customers, and drawing up quotes/invoices.</p>

## 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. Often performed in a variety of shows both during school education and after.
- Enjoy working with and building PC's, and often solving problems that friends, colleagues, and local businesses have with their computers.
- Student Tour guide for Open Days at the University of Portsmouth.
- Nominated for a university award: 'Best edited film by a final year student'.
- A mini documentary created for a specific unit is on the ITV Local (Meridian) website.
- 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)
- CRB checked
- Hold full and clean driving licence.

**REFERENCES** - Available on request