




Xenia Smeeton

Manchester 

07773137600 

xenialily@hotmail.com 

<https://uk.linkedin.com/in/xenialily> 

Runner / Researcher - DBS Checked

Passionate researcher and runner working on a Masters degree in Production Management. Currently seeking to gain experience within the film, TV and digital media industry. Willing to work in any department to gain experience. I am hardworking, dedicated, and eager to learn. I have over a decade of experience volunteering with children and have a clean DBS, has spent four years working in SEN secondary education and pastoral care. I have set up a theatre company in Manchester, taking shows to various theatre festivals within the UK and Northern Ireland.

Skills

Clean DBS • Working with children • Safeguarding • Microsoft Office • Adobe Creative Suite • Costume and prop creation • Data Analysis • Administration • Leadership Skills • Filming and Editing • Critical thinking and problem-solving • Interpersonal Communication Skills • Adaptability • Crisis Management • Customer service • Confidentiality • Fast Learner • Work well in a team • Multitasking • Works well under pressure • Working on location • Booking •

Experience

April 2023-May 2023

Correspondence Researcher, Blue Peter Badge Team, MediaCityUK

- Organising postal entries and potential badge wall entries
- Prioritising the Green Badge Uploader applications as part of Radio Two's 'Let it Grow' Campaign
- Writing personalised responses to children's applications, and ensuring letters are sent to the Blue Peter standard.

June 2022-December 2022

Researcher/BBC – 100 Share Your Story Tour, MediaCityUK

- Booking schools for the tour and being the main liaison between schools and the tour team
- Organising spreadsheets & administrative tasks, including researching schools and areas we could attend.
- Being an ambassador for the tour speaking with students about personal and career journey
- Cover AP for a celebrity session on the tour.

February 2022-February 2022 (3 days)

Runner/Lifted Entertainment – University Challenge, MediaCityUK

- Oversaw contestant well-being backstage
- Managing the green room and assisting the production team in completing errands
- Organising, scanning and ordering question cards for the production team and presenter.
- Assisted in the show rehearsal at the beginning of the series run.

November 2017-Present

Co-Founder/Idol Complex MCR, Manchester

- Organise rehearsals and booking spaces for productions

- Making and sourcing costumes and props for performances, set design and dressing
- Organising fundraisers and promotional opportunities to help boost the company, including an interview with BBC Radio
- Directed two productions and co-wrote the script for the third production
- Administrative and logistics organization for the company, including invoice and payment organisation.

Additional Experience

- Volunteer at CISV International Peace Organisation, a children's peace education charity (January 2007-Present)
- Hospitality Worker at various establishments in Sheffield and Manchester (May 2011-December 2019)
- SEN and Pastoral Support in secondary education within Manchester (January 2020-June 2022) with training and certificates in: Autism in Secondary Education trained by Future Learn (2020), Bereavement counselling trained by Winston's Wish Organisation and Child Bereavement UK (2020), BTB Promoting Positive Body Image by Healthy Schools (2021), Peer on Peer Abuse by MANCEP (2022), Eating Disorders by MANCEP (2022)

Education

September 2022-May 2023

MA Production Management for Film, TV and Digital Media at the University of Salford, Salford

- Currently studying for a Masters Degree in Production Management.

September 2015-July 2018

BA Hons Drama and Creative Writing 2:1 at University of Salford, Salford

- Set up the *Writers Journal* society in 2016, and organised fundraising events for the society.
- Member of *Salford Filmmakers Society* and assisted in multiple short films.
- Wrote a short film about male domestic violence victims
- Wrote a play that was a part of the '*OutStageUs*' Theatre Festival at the Lowry Theatre on a two-night run.
- Set up a theatre company '*Idol Complex*' where we took our first show to the International Dublin Gay Theatre Festival and Manchester Fringe Festival in our final year of university.

References

Available upon request

Please keep this CV on record for future opportunities I may be suitable for.