

Sophie Beake 07704961866 | sophiebeake12@icloud.com | Manchester / Llanelli | UK Driving License

Relevant Experience

Co-founder of Whip Pan Films | www.whippanfilms.com 09/22 – Present

- Direct and produce short films, including a submission to the BFI film festival
- Oversee the production of films from script development to post-production
- Create shot lists, call sheets, shoot schedules, and organise the hiring of equipment

Head of Tik Tok and Short Form Content: Fuse TV 10/22 – Present

- Lead a team to create engaging Tik Toks that showcase Manchester as a city and university
- Analyse the success of each post to strategically create content that will receive the most engagement
- Work alongside other heads of departments to create short form content to promote the station's work

Research Development Work Experience: Nine Lives Media 01/08/22 -05/08/22

- Assist the editorial team in research development for documentaries in production
- Redevelop a brief for a tv show to be more appealing for a younger generation
- Use *trint* to proof-read the transcription of interviews

Director: *Beelzebub's Final Act*, University of Manchester Drama Society 03/22 - 05/22

- Directed an original short play which met a low-budget requirement
- Took responsibility for costume sourcing and rehearsal planning, as well as liaising with tech team

Marketing Intern: Fuse TV 02/22 - 06/22

- Assisted in managing Fuse TV's Instagram account by responding to messages and creating posts
- Documented events on Instagram stories such as the 'Women in Media' conference

Director: *A Very Potter Musical*, University of Manchester Musical Theatre Society (UMMTS) 12/21 - 02/22

- Directed a musical that required a script to be partially written and entirely orchestrated
- Lead a creative team of 12 individuals, ensured that all deadlines were met

Assistant Director: *Pippin*, UMMTS 10/21 - 11/21

- Worked one-on-one with the actors to explore characterisation and acting choices
- Took responsibility to block scenes, to accommodate the short rehearsal timeframe

Employment

Copyeditor, Vellum Publishing 10/22 – Present

- Proofreading texts in preparation for publication, paying attention to grammar and spelling
- Inputting on the design of company branding and logos

Supporting Artist, MadDog 12/21 - Present

- Act in scenes, including speaking roles and follow the 3rd AD's instruction
- Adhere to set rules and work alongside fellow artists and crew

English Tutor, GoStudent 09/21 - Present

- Create engaging lesson plans to teach English second language
- Communicate with parents and students to arrange lessons and provide feedback

Student Content Creator, University of Manchester 03/22 - 06/22

- Recorded and edited footage and voice-overs for the University's social media pages – such as Tik Tok

- Filled out time sheets and accurately documented my working hours

Education

University of Manchester (2021-Present)	English Literature BA
Coleg Sir Gâr – A Levels (2019 – 2021)	English Literature (A*), History (A*), EPQ (A*), Biology (A)
Ysgol Y Bryngwyn – GCSEs (2014 – 2019)	9 A*s, 4As