

# Stephanie Elizabeth Helen Keen

[stephanieelizabethkeen@gmail.com](mailto:stephanieelizabethkeen@gmail.com)

Bright, enthusiastic, highly motivated Film Studies graduate looking for employment within the film & television industries.

## Education & Experience

### Roehampton University, London

September 2004 – June 2007

2:1 BA (Hons) in Film Studies and Screen Practice

Studied a balance of theory and practical work, gaining both historical context and full understanding of aesthetics, culture and philosophy to support the technical and creative practice. Worked on several digital shorts over the course of the degree, including the following:

#### **'Tis in My Memory Lock'd – Writer/Producer**

10 minute short film, October 2006 – May 2007

Wrote and edited the script after developing the story with the rest of the crew, and pitched the project through a presentation and formal treatment. Arranged development meetings with the crew and liaised with cast and Executive Producers. Planned auditions and rehearsals, and oversaw the test shoot. Organised locations and obtained props and costumes. Controlled the production budget and kept financial records. Carried out all relevant paperwork during the eight month shoot, including personal release forms, music licensing and agreements with the local council.

#### **Untitled Found Footage Project - Producer/Editor**

Four minute short film, April 2007 – May 2007

Researched and logged clips from a variety of thematically linked sources and edited them together to create an audio-visual essay.

#### **An Eye for an Eye - Sound & Editing, Co-producer**

Five minute short film, October 2005 – December 2005

Recorded sound during the shoot as well as editing sound and video successfully to form a cohesive narrative. Controlled continuity and recording logs during the shoot.

#### **Dilemma – 'Ellie' (Lead role)**

Five minute short film, October 2005 – December 2005

Developed a storyline with other actors through improvisation, done as an experiment to understand realities of working on the other side of the camera and gain a better understanding of how the crew need to work with and support the cast.

### Fort Pitt Grammar School for Girls, Chatham, Kent

September 1997 – June 2004

A Levels in Mathematics (A), Media Studies (A), General Studies (B) & Further Mathematics (D)

AS Level in Chemistry (D)

OCR Level 2 Certificate in Young Enterprise (Distinction)

12 GCSEs grades A\*-C, including Mathematics (A\*) & English Language (A\*)

## **Skills**

Incredibly computer literate- very familiar with Microsoft Office, good knowledge of HTML & CSS, competent typist. Sound understanding of image creating and editing techniques as well as experience with a range of software such as Pinnacle Studio, Adobe Audition, Adobe Photoshop.

## **Employment**

### **Checkout Operator, Asda Stores, Chatham, Kent**

June 2004 – present

Worked as part of a team on both a departmental and store level, with experience on checkouts, the shop floor, kiosk, lottery, customer service desk, and firework counter; delivered a high standard of customer service by assisting in a polite, cheerful and competent manner; completed significant amounts of in-store training and have been recognised regularly for exceptional service; developed excellent money-handling and financial skills, communication skills and the ability to think on my feet and work under pressure in a very busy and driven environment.

### **Teaching Assistant, Medway Children's University, Chatham, Kent**

September 1999 – May 2005

Worked closely with supervisors in developing directed educational tasks for mixed ability nine-to-eleven year olds in a variety of disciplines from science to sculpture; provided help and support to the teachers and students; carried out general office tasks and maintained records; provided basic catering and was aware of associated health and safety issues; dealt with young children including those with a variety of special educational needs; liaised with parents in a friendly and enthusiastic way.

### **Waitress, Harlequins RFC with FMC Catering, Wimbledon**

September 2004 – May 2005

Worked within a team and alone; responsible for taking orders, serving, and clearing tables; ensured the venue maintained a clean and sophisticated appearance; dealt with customers in a polite and efficient manner; handled money and kept financial records.

## **Interests**

A keen and fairly skilled amateur photographer, something that has greatly supported production work and led to some photos being published. Strong interest in narrative tropes and mythology which led to a presentation for Sectus 2007, a Harry Potter conference. An enthusiasm for practical creative pursuits such as dressmaking as well as poi spinning.

Completed 200 hours as a Millennium Volunteer.