

Sophie Ottewell

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EXPERIENCE

Project Administrator — Saputo Dairy UK 2023 - Present

- Main editor responsible for creating short training videos which will be helpful for new operators
- Director and camera operator for filming different lines in the factory, capturing setup and basic operation to create multiple training videos
- Identified which line is running to determine when to film and travel to the factory accordingly
- Developed a detailed project plan such as creating scripts, storyboards outlining the video production process from start to finish
- Created content that would be viewed constantly on the company Hub which will help new operators for the line
- Prioritized filming and editing tasks based on urgency and importance before teaching lessons for the line began
- Managed schedules of crew and staff allocate time for planning, filming and editing that wouldn't disturb line production activities.

Video Playback Operator — Progress productions 2022

- Worked as a core Operator in the video playback department in the Commonwealth Games
- Live uninterrupted real-time broadcast badminton to sold-out NEC Arena ~15,000 in-house and ~28 million commonwealth viewers
- Coordinated closely with script supervisor to time and cue media slots
- Help with pre-check instruments quality and installation; sound, lights, streams

Media Videographer — Learnplay Foundation 2017-2019

- Editor of long and short videos for the department. For example, client press material and educational tutorials for the workplace
- Business planning and road mapping for upcoming media projects. The project aligned to company objectives, milestones and deadlines.
- Setup and conducted interviews with employees for workplace video content
- Camera operator for a variety of cameras and equipment (canon 200d camera, tripods, and microphones) and simultaneous camera operations

Content Creator — Sophie Film Productions 2011

- Ran personal film portfolio exploring different videos and my personal creative trends
- Variety of content management CMS on YouTube, Instagram, Twitter, TikTok, Facebook/Meta, Twitch
- SEO for tagging content on the YouTube algorithm

One Stop — Customer Service Assistant 2021 -2023

- Team leader, and including training with colleagues
- Answered customer complaints with quick solutions, ensuring customer satisfaction
- Stocking and restocking shelves that are empty or need to move to different areas of the store.
- Making sure the store and everyone in the store is safe.

SKILLS

Certified Adobe Suite;
Premiere Pro, After Effects,
Photoshop, Illustrator, Audition

Microsoft Office and Google Suite
Camera Equipment; dollies, boom
mics, lights

Cameras; Canon G7x, Canon
C100, Canon 200d DSLR camera,
RED

Editing short clips across a variety
of social media platforms
Colour grading

Audio Mixing and leveling;
Audacity

PORTFOLIO

Lead Editor short commercials
Advertising Commercial *Cribgogh*

Lead editor on short film *Followers*

Personal Film Portfolios

sophieottewellfilms.com/films

Videos Available on Request

AWARDS

Best First Time Director & Best
Thriller Film | Rome International
Film Festival

EDUCATION

Media (Film) Production Degree,
BA First Class with Hons,
Staffordshire University

Dissertation: How Does the 4DX
Experience make the audience
more involved with the film

NVQ Qualification

UAL level 3 diploma in Performing
& Production Arts