




# Thomas Karim, BA (Hons)


## RUNNER

*Experienced and Dependable individual committed to a career in the film and television industry with ability to work independently, and as part of a team. Self-motivated with excellent organisation skills, outstanding attention to detail and a flexible, hard-working, and proactive attitude to work and life.*

 tomkarim5@gmail.com

 London | Essex

 Over 24

 Provisional Drivers Licence

### SKILLS

- ✓ Team Management
- ✓ Organisation
- ✓ Operations Management
- ✓ Communication
- ✓ Project Leadership
- ✓ Research
- ✓ Data Handling

### QUALIFICATIONS

- ✓ Microsoft Suite
- ✓ LinkedIn Learning – Time Management (Multiple)
- ✓ ScreenSkills – Addressing Unconscious Bias
- ✓ ScreenSkills – Work Well Series
- ✓ ScreenSkills – Training Passport
- ✓ ScreenSkills – Getting into the Screens Industry

## INDUSTRY CREDITS

**TalkBack Productions**  
ITV – **Celebrity Juice**  
Stand-In

**Elstree Studios, Borehamwood**

05/09/18 – 06/09/18

Script-reading and run-through of the production in rehearsals.

## OTHER EMPLOYMENT EXPERIENCE

**Karim and Sons Ltd**  
*Labourer / Social Media Manager*

**Loughton, Essex**  
10/01/24 – 10/05/24

- Painting/decorating, using electric tools and machinery, clearing debris
- Invoicing, recording receipts and cash flow
- Social media management – Instagram posts, photography and video making

**Barbour & Sons**  
*Sales Assistant*

**Covent Garden, London**  
10/12/19 - 21/08/20, 06/06/22 - 06/08/22, 07/08/23 – 12/10/23

- Process online product orders, issuing tickets for repairs
- Email and phone communications with Head Office and other nationwide stores
- Replenishment and Quality Control in the stock room and on the shop floor

**The Boutique Workplace Company**  
*Customer Service Executive*

**St Paul's, London**  
01/10/18 - 01/04/19

- Managing reception and client support, diary management, booking meeting rooms, handling post
- Organised events to boost client morale and establish internal relationships

**The Three Colts Pub**  
*Bartender*

**Buckhurst Hill, Essex**  
10/10/15 - 28/09/18

- Processed cash, credit card and voucher payments.
- Delivered quality food and drink service to guests quickly.
- Followed safety and hygiene guidelines for the health and well-being of customers and staff.

## EDUCATION

**Bachelor of Art (with Honours),  
Business Management and Entrepreneurship**  
Nottingham Trent University, 2023

**A-Level  
Media, Business, Economics**  
Roding Valley High School, 2018

## INTERESTS

- ✓ Attending and Planning Events
- ✓ Freelance Website Design
- ✓ Social Media Management
- ✓ Video making
- ✓ Creating Digital Art and Designing Posters
- ✓ Film and Television Podcasts, videos, articles

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