

Vincent Okih

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A motivated and creative professional with experience across diverse sectors, including retail, real estate management, and the television industry. Skilled in effective communication, teamwork, problem-solving, and demonstrating strong leadership. Proficient in administrative tasks and IT applications.

Employment History:

February 2024 – June 2024 – **Runner for *Naked TV (Freemantle)***

As a runner, I assisted the production and editorial teams to ensure the smooth operation of the production. My responsibilities included office administration, conducting research, filing production paperwork for the management team, and providing on-set support by distributing catering for all crew and talent.

August 2023 – October 2023 – **Editorial Intern for *Ricochet Production***

During my time as an editorial intern, I was primarily responsible for supporting the film production team both on set and in the office. My tasks included assisting the casting team with researching tasks, assisting with production paperwork and office administration.

October 2021 – August 2023 **Concierge for *Rendall and Rittner***

As the concierge, I serve as the primary point of contact for residents, contractors, and visitors at the residential site. My responsibilities include handling administrative tasks, addressing residential and contractual inquiries via email or phone, and managing parcels and keys.

June 2019 – April 2022 **Concierge for *Abbatt Property Recruitment***

As a temporary concierge, I am the first point of contact to residents, contractors, and visitors of the residential site. My responsibilities include looking after residents' parcels and keys, looking after any building enquiries via email or telephone and patrolling the site, looking for any issues or concerns that could affect the building.

December 2018 - February 2019 **Support Worker for *Whiteleaf Support***

As a support worker, the care of vulnerable adults is very important. Looking after the wellbeing of the residents included feeding, bathing, and clothing. Engaging with the non-verbal residents by setting up games and activities to participate in as well as going out for walks and trips is an additional responsibility.

August 2017- December 2017 **Sales Assistant for *Joy***

As a sales assistant, satisfying customers through the sale of our products and making them feel welcome is the priority. My responsibilities included looking after customers as they shopped, offering to help and assist them, keeping the store tidy during quiet times and after hours as well as keeping track of stock and restocking items when necessary.

Key Skills:

- Competent in IT and able to use Microsoft Office including, Word, Excel and PowerPoint using both Mac Os and Windows Os.
- Ability to work in a team

GDPR Statement: This CV may be kept on file and distributed for employment purposes.

- Administration

Education & Short Courses:

September 2024 – September 2025: **Production Management (Post-Graduate diploma) – National Film and Television School, Beaconsfield**

September 2018 – May 2021: **BA Performing Arts (Film, TV and Stage) Degree [Second Class Upper (2.1) Hons] – Buckinghamshire New University.**

September 2015 – June 2017 **BTEC Level 3 Diplomas: Performing Arts, Music – Archbishop Tenison School, Oval.**

September 2010 – June 2015: **7 GCSEs including Maths, English, and Science – Archbishop Tenison School, Oval.**

References available on request.