

Kesi Steven

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Personal statement

A proven professional with a track record of capturing studio-quality scenes and video content. Can accurately follow an outline, script or shot list and then assemble the footage into a finished product. Hardworking, conscientious, with the ability to follow standard operating procedures and work in a methodical and tidy manner. A quick learner willing to undertake training and develop new skills to meet the demands of the role. Reliable and punctual and can assure the employer of sincerity and integrity. Keen to work within a progressive environment offering scope for career development.

Key Skills

- Screenwriting, creative writing, graphic design, and audio editing skills
- Strong communication, leadership, and organisational skills
- Intuitive, sharp thinker, and works well under pressure
- Problem solver with a keen eye for detail

Employment History

2021 – Present – Freelance Author / PA

- Published my first book titled 'A Guide to Life: African Proverbs Made Relevant Today'
- Seeking to provide life advice utilising traditional teachings
- Offering services to help other creatives with projects
- Assisting with organising events, sending emails, making bookings, social media, designing PowerPoints, and flyers

2020 – Afrobeats Global Online Blogger

- Created online written blog pieces to share on the Afrobeats website
- Interacted with readers and provided insight on certain topics

2019 – 2020 – Radio Presenter at Tribe Urban Radio

- Trained as a studio manager
- Presented a live drivetime show from Monday to Thursday, 3-6pm
- Assisted with content creation, discussion topics, sharing music, and handling technology
- Managed audience engagement and handling social media

2019 – 2020 – Internship at Tribe Urban Radio

- Trained new presenters and oversaw live shows
- Dealt with technology and systems, editing audio, opening and closing the studio, and uploading media
- Assisted all staff and presenters
- Trained in marketing, handling social media, and managing the facilities when managers were absent

2019 – 2020 – Christmas Temp at Selfridges

- Handled deliveries and store stock, following the health and safety guidelines
- Removed old stock from the shop floor, and kept the shop floor tidy

2017 – 2019 – Retail Assistant at Wilko

- Handled deliveries and stored stock following the health and safety guidelines
- Removed old stock from the shop floor and kept the shop floor tidy
- Operated the tills, cash handling, provided excellent customer service, handled refunds and exchanges, and dealt with customer complaints, enquiries, and deliveries

2018 – Assistant at Little Runners After School Club

- Worked in a small team where we monitored and supported all children's needs
- Provided children with activities to do each day and food prep
- Dealt with challenging behaviour and encouraged children to participate and have fun

2017 – Summer Camp Assistant at Camp Stand By Me

- Worked at a summer camp for children and adults with special needs and/or disabilities
- Supported the cabin leader with their duties, looked after my campers throughout the day and night
- Aided with any personal care, feeding, or other needs
- Took campers to activities and sometimes lead activities
- Made sure all campers felt safe and included

2016 – 2017 – Retail Assistant at Primark

- Supported customer needs, maintaining the areas that I worked in
- Worked in a team to ensure the store was running efficiently
- Handled cash, and customer queries or complaints whilst on tills

2016 – Agency Nursery Assistant at Wizard Staff Solutions

- Worked for nurseries across Chiswick helping to support, care for, and aid staff within nurseries

2015 – Cleaner at Virgin Active Health Club

- Cleaned and monitoring the female changing rooms, showers, toilets, towels, flooring

Education and Training

- Level 2 NVQ in Counselling + Safeguarding, Prevent, British Values and E-safety
- Iconic Steps Screenwriting Course
- 3 A-Levels
- 9 GCSE's Grade A* - C including Maths and English

References available on request