Chloe Cowan

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Personal Statement

The entertainment industry is a place I have dedicated myself to thriving within and I have done so on a variety of production platforms, all of which have related to client support in some way or another. I've proud myself on my experiences gained as it has been in these which have allowed me to support, as well as gain exceptional hands on experience from award winning creative teams, talented crew and VIPs in the TV, Film, Theatre, Fashion and Sporting industries. Each role has demanded certain necessities from me to bring a production/event together seamlessly, on time and with absolute flexibility. I have enjoyed learning new ways to best support clients in event/production logistics through administrative support using strong and reliable communication skills. I'm passionate about creativity, being organised and being apart of a fast paced environment. I believe that my employment achievements have happened because of my positive attitude and my willingness to gain training, in my free time, within areas that have helped contribute to being efficient in my roles.

Employment

VIP Flight Coordinator LHR Airport

January 2018 → Present

Etihad Airlines A380

- Performing a wide variety of administrative duties to support flight attendants and flight service management
- Being the first point of contact airside for any last-minute VIP catering requests and liaising with chefs to meet these on time
- Efficiently responding to any issues raised in a timely and professional manner
- Writing flight reports and submitting these to the customer service managers
- Submitting Excel documents of delivery costs and being meticulous with numbers and product quality

Licensed Chaperone

December 2013 → October 2017

Cameron Mackintosh, Disney Theatrical Productions, Bill Kenwright ltd & itv

- Representing Ealing council whilst supervising child actors for international productions
- Safeguarding performance children and promoting positive wellbeing
- Reporting and dealing with any accidents and/or performance issues to the head chaperone and keeping a record of these
- Keeping a record of individual time sheets using Excel and distributing these to inspectors on their arrival
- Enforcing performance laws with directors and production crew and making sure these are being adhered to

Live Event Production

November 2013 → December 2014

Virgin Records - Assistant to Tour Manager (freelance)

- Assisting the Production Manager in preparation for live music performances
- Arranging transport and catering for VIPs whilst keeping in mind of any dietary requirements
- Constantly liaising with artist managers and keeping a record of any changes for invoicing purposes
- Being organised by obtaining a clean and safe dressing room and taking into account of venue health and safety laws

VIP Players Box Assistant

2013 → 2014

Barclays ATP World Finals

- Accrediting and assisting the families and coaches of championship tennis players
- Liaising with event runners and catering teams for meal requests and responding to any assistance needed off court
- Sticking to strict time lines whilst escorting players for press interviews and photo shoots, making sure each session doesn't over run
- Ensuring each VIP obtained correct security passes using an onsite specialised database program

Artist Liaison and Event Supervisor

2012 → 2013

Secret Garden Party, Field Day, As One, Gucci, V-Festival, Wireless Festival

- Communicating with VIP's head of security teams for an organised, seamless and smooth arrival/departure of all musicians
- Successfully managing a team of volunteers and supporting them in their roles by writing up shift plans, paying travel expenses and always maintaining an enthusiastic and encouraging working atmosphere
- Assisting VIP's by being their first point of contact for any enquires and handling these with absolute discretion
- Assisting artist managers in preparing daily schedules in advance for live performances/sound checks and any special requirements onsite
- Arranging/booking, guest lists, transportation and hotel accommodation for VIP's and entourage teams

Accreditation Assistant

2013

Chime for Change, The Sound of Change – Beyoncé

- Working with world renowned fashion label Gucci for the smooth running of their successful live charity event
- Assisting with the accreditation during the run up to the live televised event in preparing artists and crew passes for those performing
- Reporting to artist managers of frequent updated guest lists and resolving any accreditation issues in a timely manner

Casting Assistant to film director Danny Boyle

2011 → 2012

London 2012 Olympic and Paralympic Ceremonies

- Constantly meeting production targets by working under pressure and being mindful of tight deadlines
- Being articulate in numerous IT programs including Microsoft, film editing and publishing software in order to create cast letters, time sheets and invoices
- Checking all cast members were accredited with correct forms of ID and visas
- Working by my own initiative whilst being organised and professional to meet the needs of all performers and creative teams
- Scouting talent and maintaining a good working relationship within talent agencies and talent databases

Casting Assistant

Work Experience

September 2017

20th Century Fox

- Logging cast recommendations from talent agents internationally into Excel
- Editing cast audition footage using the companies chosen editing software and updating these for agents
- Inputting high profile cast members personal details and handling these with absolute discretion
- Liaising with casting directors regarding short lists and rehearsal set up spaces

Studio & Audience Host

2012 → 2014

Itv, BBC, Channel 4

- Working as part of a dedicated team in promoting shows and distributing tickets for live show recordings
- Advertising shows on social media and working to deadlines to fulfil venue capacity
- Ushering ticket holders safely into studios and explaining health and safety requirements from production companies
- Building & maintaining relationships with charities and VIP's to attend specialist shows

Education

University for the Creative Arts

2009 → 2012

Bachelor of Arts Honors Degree in Broadcast Media & Film Production
(Maidstone TV Studios)