

Juliet Margaret Cooke

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PERSONAL PROFILE

Highly driven, enthusiastic & self-motivated! Currently working as an Actors Agent for MGA Management in Stockbridge. Experienced Events Manager & Personal Assistant with strong people skills, happy to put her hand to any task given.

WORK HISTORY

- June 2018 – Present – Actors Agent – MGA Management
- January 2018 – September 2018 – Secretary/ PA – Spice Girl Ltd
- January 2018 – May 2018 – Office Administrator/ Recruitment Officer – Academy of Music and Sound
- March 2015 – March 2017 – Freelance, Company Owner - JMC Events Plus
- March 2013 – March 2015: Events, Sales and Marketing Manager Indigo Ivy – Country Clothing (Start-up Company)
- November 2012- March 2013: Outdoor Producer (freelance) - Southwark Council
- March 2012-March 2013: Assistant Outdoor Producer -The GLA & English National Ballet
- March 2011-February 2012: Front of House Manager (Elite Role) - Office Concierge
- August 2011-September 2011: Backstage Coordinator, Newmarket and Lincoln Race courses- G*Mania Concerts
- October 2010-March 2011: Executive Lounge Concierge - Grosvenor House Hotel
- December 2009-May 2010: Hostess/Chalet Manager (5 star chalet) - Scott Dunn Travel
- September 2009-November 2009: Intern PR and Marketing -Three leading Northern Irish companies (Freelance) - FAB Events, SBD Event Design, LJK Communications
- April to July 2009: Entertainment Co-ordinator - Nielson Beach Club
- January-February 2009: Freelance Sous Chef and Event Manager - Colebrooke Park
- August-December 2008: Assistant Event Manager - Blue Strawberry/Table talk

FILM, TV AND FASHION

- My Mother and Other Stranger – BBC – Production Secretary / Cast Liaison
- The Secret – Hat Trick Productions Ltd – Script Supervisor
- The Journey – IM Global – Directors Assistant - Nick Hamm
- Lost City of Z – LCOZ Productions Limited - Dailies (Assistant)
- Morgan – Fox UK – Production Assistant Dailies
- Fishing for Passion - Creative Producer for TV promo – Jim Crone Productions
- Jimmy Ellis Short Film – Troubles over the bridge – Director/ Producers Assistant - Toto Ellis
- Game of Thrones – Series 4 – Trainee AD & Stand in for Gilly

PROFESSIONAL TRAINING

- Event Management, budgeting, licensing at Waterman's
- NVQ Level 2 in Live Events
- Accessibility & Sustainability with Attitude is Everything and Julie's Bicycle
- Evaluation with Tom Fleming Creative Consultancy at the Barbican
- Sponsorship training with the Greater London Authority
- Finance Management with ITC-Arts at The Albany
- Event Management and Marketing Training with Superact at Waterman's
- Marketing Training with English National Ballet
- Media training with Edelman
- Health & Safety and Risk Assessments at English National Ballet
- Networking with Fern Potter at English National Ballet

August – December 2008

- Team management at Blue Strawberry with Molly Ronan

EDUCATION

- 2004-2007: Glenalmond College, Perth, Scotland
3 A Levels: English 'C', Drama 'D', Music Technology 'D' [In all cases practical work and course work achieved higher results than written exams due to my Dyslexia]
6 GCSEs: Art & Design (B), English (C), Maths (C) Science Double (C & C) Drama (B)
- 2002-2004: Moreton Hall School, Oswestry
- 1995-2002: Rockport Preparatory School, Holywood, Northern Ireland
- 1993-1995: Fairview Primary School, County Antrim, Northern Ireland

ADDITIONAL INFORMATION

- Full driving licence
- Hobbies: Music, dance, singing, tennis, skiing, sailing, acting and people.