

Matthew Williams

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Professional Profile

I am good at Producing Media Productions because always keen to spot opportunities and am highly flexible, as evidenced by when I incorporate people's feedback into my Media Projects. I always strive in adhering to robust health and safety measures, which have enabled me to prevent the risk of injury or damage to both kit, personnel, and my surroundings during filming. My awareness of Legal and Ethical Considerations also makes my Media Content trustworthy, professional, and reliable. Alongside this, all my coursework is always comprehensive, and my research has been recognised as being an excellent asset within my Media Productions.

Producing Experience

Helping the Homeless Portfolio: [Helping the Homeless Portfolio - B2 Community Film Festival.pdf](#)

- Produced a Feasibility Study that is 104 pages in length. Approximately a third of my "Helping the Homeless" portfolio consisted of Research.
- "Impressed" my client by considering Legal and Ethical Issues because of the health and safety risks of filming the homeless.

A2 Creative Project Portfolio: [A2 Creative Project Portfolio.pdf](#)

- Identified Legal and Ethical Considerations by removing the branding of all props to prevent defamation / libel / slander.
- Although I eventually did not use King George V Park, I still collated written permissions to film there.

Producing-Based Skills

- Media Production
- Using Microsoft and Apple Software
- Budgeting
- Health and Safety
- Communication and Listening Skills
- Confidence
- Patience
- Perseverance

Education

Samuel Cody Specialist Sports College:

Date Attended: September 2014 to June 2019

- **GCSE Grade 4:** English Literature, Combined Science (2 GCSEs), Photography, Music
- **Entry Level 3:** History, Combined Science

Farnborough College of Technology:

Date Attended: September 2019 to July 2023

Showreel for Level 3 Media: <https://matthewjwilliams1.wixsite.com/matthew-williams-med/showreels>

- **Entry Level 3:** 10 PSE Qualifications including Creative Media Production, Performing Arts, Working as Part of a Group, and Money Management.
- **GCSE:** Mathematics (Grade 4), English Language (Grade 8)
- **Distinction:** Level 2 CTEC Extended Certificate in Creative Media
- **Distinction*:** Level 3 BTEC National Diploma in Creative Media Practice
- **D*DD (Pred):** Level 3 BTEC Extended National Diploma in Creative Media Practice

Volunteering

Student Representative, Farnborough College of Technology

September 2020 to July 2021 / September 2022 to present

Sample of my work as Representative: [Meeting Agenda - Student Representative Meeting on 22nd March 2023.pdf](#)

- Did Location Recces of the college to identify issues, similarly to how a Producer would do Location Recces to identify potential risks and hazards.
- Successfully forwarded thoughts and ideas from my tutor groups on how to improve the college, taking the initiative to email these ideas when unable to attend a Student Representative meeting on 22nd March 2023.

Landscaper, OFLAC (through the National Citizenship Service)

June 2019 (1 week)

I collaborated as part of a team to paint a garden fence and landscape a garden for a Special Needs charity called OFLAC in Farnborough, Hampshire. This contributed towards the wellbeing of those with Special Needs who rely on OFLAC for their social lives and mental health. This demonstrates teamwork skills which are crucial for being a successful Producer, as Producers work with all members of a Production Team.