

# NICHOLLE LEE

An individual passionate for film, commercial and TV seeking a new role in the creative industry. Strives for excellence in quality, placing value in efficiency, and being eager to learn. Adaptable to changing circumstances. Open to relocating.

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## SKILLS

- problem solve
  - organization
  - adaptability
  - communication
  - Mandarin - Intermediate level
  - customer/retail service
  - calm under pressure
  - empathy/considerate
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## EXPERIENCE

### [DISCONTINUED PROJECT]

May - Aug 2024

*Intimacy Cood* - creating a safe environment for actors on and off set. *Personal Assistant* to actors on set. *Clapperboard*. *Production Designer* - created sketches for set design. *Set Decorator*. *Costume Designer* - determined clothing suitable for characters.

### ART DEPARTMENT ASSISTANT

May 2024

Determining and buying props for short film "The Other Birthday"

### SCRIPT SUPERVISOR

April 2024

2 day script supervision, monitoring continuity for 2 anthologies "Mam" - June and Group Scene.

### PRODUCTION SHADOWING

March 2024

4 day shadowing on the set of feature film in Leeds. Shadowed the Production and Art department and observed responsibilities associated with various roles.

### IGNITE YOUR CREATIVITY

National Youth Theatre | Feb 2024

1 week course. Activities included: devising a story, lighting technician, drama warm up games, sound design, making a short film within a team (undertook script supervisor role).

### SCRIPT SUPERVISOR SHADOWING

BBC | Sept 2023

Shadowed a Script Supervisor on set of 'The Dumping Ground' - communicating with the director, monitor continuity and dialogue, tram lines, attention to detail, POV of an editor etc

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**ON-SCREEN  
EXPERIENCE****COMMERCIAL**

Main Cast | Greater London | April 2024

**THE WORD COMMERCIAL**

Supporting Role: "Student" | North East | March 2024

**STUDENT ACCOMODATION SHOOT**

Role: "Student" | North East | March 2024

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**EMPLOYMENT****SCRIPT SUPERVISOR TRAINEE**

BBC | Oct 2023

[Credited] 2 days on set of 'The Dumping Ground'. Marking tram lines. Filling a log progress sheet: timing, slate number, camera shots, track dialogue. Taking ref photos. Monitoring continuity.

**SALES ASSISTANT**

Flannels | Oct 2023 - March 2024

Fragrance department. Visual merchandising. Enhancing customers' shopping experience. To recommend, select and locate the correct merchandise.

**TUTOR**

Explore Learning | 2023 - 2024

Online tutoring 1:1 for primary school children in Maths, English and 11+. Communicated with parents for feedback and analysed students' learning style.

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**EDUCATION****ARTS AWARD EXPLORE (ENTRY 3)**

Trinity College London | 2023

**PHYSIOLOGICAL SCIENCES | DIPHE**

Newcastle University | 2019 - 2022

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**GDPR  
STATEMENT**

I consent to the storage and distribution of this CV for employment purposes in compliance with GDPR.