

Jason Davis

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Summary

A dedicated and motivated Film Studies graduate with extensive Marketing training. Well versed in professional editing processes with Adobe Suite, alongside adept skills in photography, graphic design and image manipulation and elementary skills in Japanese, with professional set experience as an extra and actor and an understanding of professional etiquette, workflows and teamwork and time management.

Key Competencies and Skills

Photography	Japanese Language (N3)	Administration
Video and Photo Editing	Website Management	Problem Solving
Digital Literacy	Martial Arts and	Communication
Adobe Suite	Choreography	Time Management
Microsoft Suite		Teamwork

Employment History

April 2023 – May 2024

Marketing and Communications Officer at University College London

- Organised and developed digital campaigns and advertisements
- Conducted and directed photoshoots and video shoots
- Provided digital marketing data insights and analysis
- Retrieved digital assets, colour corrected, edited and produced materials for distribution

September 2021 – April 2023

HR Services Administrator at University College London

- Liaised with employees on queries regarding contracts, extensions and ways of working
- Provided specialist training to team members on processing administrative duties
- Coordinated with team members and managers in busy periods to accurately process workloads

January 2020 – June 2021

Marketing & Communications Assistant at Turner Schools Trust

- Provided support in specialised communications to stakeholders
- Produced digital marketing assets including photography, videography and graphic design for leaflets and websites
- Maintained website accuracy and updated social media networks and channels

Freelance Experience

October 2021 – Present

Independent Photography (paid)

- Multiple independent paid roles including independent film premieres and wedding shoots

January 2021 – Present

Extra, lead and supporting acting roles

- Provided extra and supporting acting roles on set for studio and independent productions including *Brighton Lighthouse: Charity Film (2018) (lead)*, *Pagalpanti (2019) (extra)* and *Indianna Jones and the Dial of Destiny (2023) (extra)*

Education, Training and Achievements

2015 – 2018

BA (Hons) Film Studies at University of Southampton – Final Grade: 2:1

2016

University of Chengdu – Arts and Humanities Summer School

2013 – 2015

Sixth Form (A Level) at Dover Grammar School for Boys

Film Studies: A, English Literature: A, History: B, Philosophy: B

2005 – Present

Martial Arts and Choreography Training

- 3rd Dan Black Belt – Karate (2005 – 2025/Present)
- 7th Kyu – Judo (2022 – 2025/Present)
- 3rd Grade – Fujian White Crane Kung Fu (2021 – 2025/Present)
- Stage and Screen Combat training for Stage Productions at *Dover Grammar School for Boys*