

# Shannon Gorely

<https://sgorely.myportfolio.com/>

---

Mobile: 0467 473 809      Email: Shannon\_Gorely@outlook.com

---

As a passionate student, and soon to be graduate, of film at SAE Institute in Melbourne, I aspire to become a Producer and enjoy roles that are more creatively hands on such as videography.

My history in customer service has bolstered my interpersonal skills and I pride myself on having a strong work ethic.

---

## Practical Skills:

- Time Management
- Organisation
- Interpersonal Communication
- Managing Crew Related Personnel
- Scheduling
- Budgeting
- Double Vaccinated

## Creative Software Skills:

- InDesign
- Photoshop
- Premier Pro
- After Effects

## Software Skills:

- Google Sheets
  - Online Meeting Software
  - Microsoft Office
  - Mac OS
- 

## Film Work Experience

### Camera Operator - PCW Pro Champion Wrestling Australia

December 2020 - Ongoing

- Hard Cam & Crane Cam - occasionally live broadcasted on FiteTV.

### Producer - But Can We

January 2021 - Production

- Management of production personnel
- Scheduling, Budgeting, Logistics, Fundraising

### Producer & Script Developer - Burn Out

Sep 2020 - May 2021 - Completed

- Management of organisational systems, budget and production personnel.

### Editor - Renitence

Jun 2020 - Feb 2021 - Completed

### 2nd AD - How We Were Made

Dec 6 2020 - Completed

- Manage all cast and crew on set to ensure adherence to the schedule as much as possible.

### Production Manager - Arni & Dana

Jul 2020 - Nov 2020 - Post Production

- Scheduling and Management of all crew.
- Assisting in set dressing including set up and pack down of flats.

### Producer - Triage

Jun 2021 - Aug 2019

- Scheduling and Management of all crew.

---

## General Work Experience

### Receptionist - Carpenters Body Works

Jul 2020 - Oct 2020

- Fielding Calls, Booking Customer Appointments, Releasing and Returning Loan Cars, Creating IBodyshop Job Files, Filing.

### Office Associate - Fleet Quoting and Assessing

Jan 2020 - Jul 2020

- Inputing Car Data to IBodyshop and Auto Integrity.
- Gained experience using IBodyshop.

### Retail Sales Assistant - Munro Footwear Group

Nov 2018 - Feb 2019

- General House Keeping
- Customer service: Fitting the customer, Assisting in finding the right shoe, Processing sales, returns and refunds.

### Relief Receptionist - Sheen Panel Service

Sep 2018 - Oct 2018

- My duties included greeting customers, fielding calls, digital and hard copy filing.

### Bartender/Waiter - Medah Kitchen

Apr 2018 - Sep 2018

- Making and serving drinks. Taking customer orders and running food. Supply pick ups. Customer tells. Closing clean up.

### Counter/Kitchen hand - Flake Attack

Mar 2015 - Feb 2018

- Training new employees.
- Processing payments. Food preparation. Packing food. Customer service. Taking orders. General Housekeeping.

---

## Education & Certificates

### Provide First Aid Certificate - Australia Wide First Aid

December 2021 - December 2024

### Bachelors of Film - SAE Institute Melbourne

Sep 2018 - Current

### Diploma of Media & Communications - Deakin College

Graduated June 2018

- At Deakin my units focused on public relations and media analysis.

### Certificate II in Electrotechnology - Swinburne University of

Technology

Graduated October 2016

### White Card

Recieved June 2015

### Responsible Service of Alcohol

Renewed November 2021

---

## References

**Matt Shaw**

0467 473 809

**Ben Nguyen**

0423 732 436

**Troy Denning**

0474 843 750