

## CURRICULUM VITAE

### **Louise Steel**

#### **Education/Qualifications:**

##### Standard Grades (Ellon Academy)

Maths - 3, English – 3, French – 2, Social & Vocational Skills – 2,  
Home Economics – 3, Art & Design – 3, Geography - 3,  
Office & Information Skills - 2

##### Highers (Ellon Academy)

Administration – B, Art – C, English – B, Maths – B,  
Life Skills (no exam due to the nature of this course)

##### HNC Broadcasting Analysis and Production (Aberdeen College)

Units: Multiple Camera Studio Production, Single Camera Operation,  
Video Production: Management, Scripting for Television,  
Narrative Forms in Broadcasting, Representations in Broadcasting,  
The Law and Broadcasting, Communication and Attitudes Research,  
Radio News 1, Radio Drama Production, Non Linear Editing,  
Presenting Complex Communication for Vocational Purposes

##### Intermediate Spanish (Aberdeen College)

#### **Work Experience:**

- One week at Northsound Radio assisting in all departments.
- One week at Grampian Television assisting in the newsroom.
- One week at the BBC (Saturday Show) as a Runner/Assistant.
- Six weeks at Aberdeen Journals as a Reporter.

#### **Employment History:**

##### Production Resources Organiser at stv (March 2006 – present)

Main Duties: This is my main role at stv which involves operating the autocue, subtitling, preparing crew rosters, submitting reports, processing timesheets and expenses.

##### Presenter for www.stv.tv (November 2007 – present)

Main Duties: Producing and presenting video features for the fashion section of the stv website and blogs for the news section.

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##### Production Journalist at stv (March 2007 – present)

Main Duties: I provide holiday cover in this role which involves planning news stories to be featured on 'North Today' and 'North Tonight', attending daily meetings,

arranging interviews/filming times etc, issuing schedules to presenters and ITN and using the Avid Newscutter system to ingest material.

Researcher/Runner at stv (October – December 2006)

Main Duties: Logging camera shots, finding and auditioning contributors, briefing contributors for ‘Club Cupid’ dating show.

Administration Assistant/Receptionist at Grampian TV (October 2005 – March 2006)

Main Duties: Booking car hires, dealing with telephone calls, ensuring staff have the required amount of stationary, processing incoming and outgoing mail.

Bar/PR work at various venues in Mallorca (July – August 2005)

Main Duties: Bar work and encouraging holidaymakers to come in to venues by informing them of current promotions.

Receptionist at Northsound Radio (March 2004 – July 2004)

Main Duties: Processing concert bookings, greeting visitors, dealing with telephone calls and mail, looking after competition prizes and winners.

Unit Manager for Ann Summers Party Plan (September 2003 – March 2006)

Main Duties: Carrying out parties in customers homes, managing a team of Party Organisers, preparing and conducting meetings, motivating the team to meet target figures.

Bar/Entertainment work at Jumpin Jaks (January – September 2003)

Main Duties: General bar duties, reception work and performing dance routines on stage. Public Relations duties were also involved prior to the opening of the venue.

**Additional Information/Activities:**

- TV Presenting course at Stow College
- Weekly dance classes
- Voluntary work for Grampian Hospital Radio which involved presenting, training new members and attending committee meetings.
- Presenting student TV shows
- Presenting interactive shows for 360TV
- Extra/Presenting roles in TV commercials
- Presenting corporate videos
- Writing features for Trend magazine
- Freelance Broadcast Journalism for Wave 102
- Full UK Driving Licence
- First Aid qualified