

CV: Léloo Ming Chan-Ellis

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Personal Profile

I am a very organised, confident, hardworking person who is well motivated to succeed and achieve highly. Very friendly and able to communicate proficiently with others. Professionally undertakes tasks, having very good time management and always aims to work efficiently to high standards in any given task. Outgoing, self-driven, energetic and fun.

Skills

Customer Service, Supervising, Sales, Coordinator, Team leader, Communication, Motivator, Creative, Graphic Design, Photography, Videography, Networking.

Computer Skills

Adobe Creative Cloud, Illustrator, InDesign, Photoshop, Premier pro, Microsoft Office: Word, PowerPoint, Excel: Internet.

Education & Qualifications

Harris City Academy Crystal Palace – 2010 - 2017

A level 2017

English Literature - C, Media Studies - B, Art and Design - B, Extended project (Music Performance) - A*

GCSE 2015:

Art Design – A, Media Studies – A, Citizenship – A, English Literature – B, English Language – B, Mathematics – C, Geography – B, Science – B, Science Additional- B,

Music:

Grade 1 Piano - Distinction, Grade 3 Piano - Pass, Grade 4 – Pass

The Institute Of Contemporary Music Performance

Higher Diploma in Music Performance - Merit (2018)

Bachelor of Arts Honours Creative Musicianship – First Class (2021)

Work Experience

Palm Bay Publishing – 26/07/23 - Date

Position: Music Producer

Composition/production on EP project, Songwriting, Vocal Arrangement, Studio Engineer, Mixing
Creative direction for EP including release strategies, distribution, PR and Marketing.

Lightroom –17/02/23- Date

Position: Front of house

Greet & supervise guests, exhibition walkthroughs, maintain safety of visitors, staff and installations, Merchandise retail operations, stock replenishment, customer service/queries, oversee day to day operation of exhibition, cloakroom supervision, ticket scanning, access requirements/patrons, private events, Bar: Barista/coffee making, serving wine, beer & cocktails, Preparing/serving both hot/ cold food.

SPOKE – Artist: 29th November 2021 – Date

Position: Artist/Producer/Marketing

Composing/producing Spoke App sessions, MD Studio sessions, Performance workshops, Artist Collaborations. Creating social media/artist campaigns, Creating Social media content across Tik Tok, Instagram, Snapchat, Soundcloud and YouTube, Product & Marketing, PR.

Mess Magazine – PR & Marketing: 01/08/22 – 01/11/22

Position: PR & Marketing intern

Manage influence marketing, PR and media communication and requests, pitching to media outlets and securing media coverage, writing press release, writing website articles/stories, administrative duties (Drafting/sending emails).

The Co-operative Food Company: 14th April 2019 – 22nd September 2022

Position: Team Leader

Customer service, managing staff/shift, completing shop floor plans, training staff, replenishing shelves, organising stock, stock count, managing customer self-checkout, till operations (EPOS system), cash handling, store reductions, resolving customer queries, opening/closing shop.

Bakery:

Preparing/baking breads/hot food (cookies, doughnuts, pies, bread loafs ect.) packaging all bakery produce, Cleaning/tidying bakery, organising chiller and freezer stock, training staff.

Igloo Dessert restaurant 20th November 2016 – 28th October 2018

Position: Team Leader/Assistant manager

Customer service, supervising staff, till operations, Preparing/ serving both hot/ cold food and drink (Waffles, Pancakes, Ice Cream), Tea/Coffee including Latte, Espresso & Cappuccino), Helping and assisting customers, Organising Private parties, tidying restaurant floor, Refilling/ordering stock, preparing online orders Hungry house/ just eat /Uber eats, opening/closing shop.

References

Spoke: Ariana Sefre, Founder of Spoke

ariana@spoke.world

07958491107

Lightroom: Owen Walker, Duty Manager

Owen.walker@lightroom.uk