

Lexi Stevens

Location: Reading, Berkshire

Email: lexi@stevensfamily.co.uk **Mobile:** 07806688810

LinkedIn: [linkedin.com/in/lexi-stevens](https://www.linkedin.com/in/lexi-stevens) **Portfolio:** pro.dlljs.uk

I am a recent first class BSc (Hons) Digital Media Technology graduate from Kingston University, making me skilled in using creative applications such as video editing and motion graphics software. I possess great IT, communication and team working skills, enhanced through previous collaborations and work experience. My passion is for producing creative works that make an impact in the world, and I am keen to work in a creative industry to demonstrate my skills to potential new clients.

Professional Skills

- Competent with using Adobe Creative Cloud applications;
 - Premiere Pro
 - After Effects
 - Illustrator
- Also used alternative video editing software such as DaVinci Resolve & HitFilm
- Experience in using Mailchimp and Hootsuite for email & social media campaigns
- Experience in using Canva and Figma for graphical designs
- Experience in 3D applications such as Autodesk Maya and Blender
- Able to program in Python, JavaScript and Java
- Proficient in Microsoft Office and Google Docs Editors productivity applications
- Able to demonstrate team working, communication and leadership skills:
 - Took the lead in several group work projects
 - Conducted several pitches and presentations

Education

Digital Media Technology BSc (Hons), Kingston University **Sept. 2020 – May 2023**

First Class Honours

Final Year Dissertation on the causes behind the evolution of visual effects in film & TV over time, predominantly featuring Doctor Who

A Levels, Little Heath School **Sept. 2018 – Jul. 2020**

Computer Science (A), Media Studies (B)

Cambridge Technical IT Introductory Diploma, Little Heath School **Sept. 2018 – Jul. 2020**

Distinction

Additional Qualifications, BFI Film Academy **Jan. 2019 – Mar. 2019**

NCFE Level 2 Award in Preparing to Work in the Film Industry

Creative Experience

Volunteer Closed Captioning/Subtitling **Jul. 2022 –**

As a frequent user of subtitles myself, I am a strong advocate for accessibility in media

- Provided subtitles for videos on the Hannah Phillips YouTube channel
- Manually transcribed and timed subtitles using the application Subtitle Edit
- More information at pro.dlljs.uk/subtitles.html

Livestream Operation, St Catherine's of Siena Church**Nov. 2023**

- Produced a livestream of the vicar's induction ceremony for YouTube, relayed to screens in overflow seating
- Used the Blackmagic ATEM Mini Extreme to cut between 4 different camera shots live, to capture the event from multiple points of view, with overlaid graphics
- Also operated a PTZ camera for a wider range of camera angles

Media Officer, Kingston University LGBT+ Society**Dec. 2020 – Jul. 2023**

- Assisted the president of the society in keeping members up to date across Facebook, Twitter, Instagram and email
- Prepared graphics in Adobe Illustrator and Canva
- Sent out emails and social media posts using Mailchimp
- Won the societies award for "Media Officer of the Year" in 2022

Video Editing, St Catherine's of Siena Church**Mar. 2020 – Jul. 2021**

- Edited service videos to be shown on Facebook in lieu of physical services due to the COVID-19 pandemic
- Also produced livestreamed services to Facebook using OBS and Zoom

Professional Experience**Freelance Social Media & Marketing Assistant, Macmillan Education Caribbean & International Curriculum****Sept. 2024 -**

- Supporting Marketing Communications including email newsletters, social media and websites
- Scheduling emails and social media posts using Mailchimp and Hootsuite, writing copy and creating graphics
- Editing webinar recordings into shorter, digestible sections
- Assisting with improvements to websites, catalogues and layouts

Volunteer Retail Assistant, Cats Protection Charity Shop**Jun. 2022 – Sept. 2022
Dec. 2023 -**

- Customer facing, taking payments and dealing with customer queries
- Assisting with restocking
- Helping with IT requirements
- Enhanced my confidence and communication skills by conversing with customers and team members

Work Experience, NewVoiceMedia (now Vonage)**Feb. 2019**

- Conducted research into the social media presence of competitors and presented it to the marketing department
- Assisted another colleague in preparing a presentation for a large international customer
- Enhanced my confidence and communication skills by conversing with colleagues and managers

Extra-Curricular Activities and Interests

- Attended BFI Film Academy at Pinewood Studios, Iver (see Education)
- Operated lights and sound for multiple amateur dramatic productions
- Partook in the National Citizen Service Challenge in 2018
- Was a member of a Scout group, at times assuming a leadership role
- Enjoys playing video games

References available upon request