



Gemma Salter

PROFILE

I am passionate about volunteer work and have undertaken some diverse roles to date.

I have helped coach at Cheshunt Swimming Club twice a week. This involved me teaching the smaller children how to swim a stroke correctly, how to dive and do a tumble turn. I encouraged the younger children to develop their swimming skills. I am also a Level 2 qualified swimming teacher.

I volunteer for the national charity Danceaid in conjunction with a local dance school. During my time at Danceaid I helped with their social media and collated information about other dance schools to help broaden their contacts. I also undertook clerical work.

CONTACT DETAILS

Address:

4 Brampton Close,
Cheshunt,
Hertfordshire,
EN7 6HZ

Phone:

07864977990

Email:

hello@gemmasalter.co.uk

Online Portfolio:

Gemmasalter.co.uk

Work Experience

June 2019

Dimensions Dance
Company

Dresser/Seamstress

- Helped with fittings
- Altered costumes
- Helped with quick changes
- Fixed last minute breakages
- Placed all costumes into fitting rooms
- Dedicated fitting rooms
- Helped load and unload costumes, rails and props
- Assisted with technical and dress rehearsals
- Altered fastenings
- Fixed broken props

REFERENCES

Lin Donavon,
Laura Trott Leisure Centre,
Windmill Lane,
Cheshunt,
EN8 9AJ
0199223345

March 2019

Royal Opera House

Seamstress

- Removed and replace dress shields in Manon costumes
- Repaired broken areas on Manon chorus costumes
- Helped create children's and baby tutus
- Unpacked costume delivery
- Helped load and unload truck with flight cases and rails
- Pulled costumes from store room for an event
- Dyed fabric
- Attached top skirt to display swan lake costume in studio
- Attached power mesh to swan lake bodice
- Organised fastening shelf
- Designed decoration for children and baby tutus
- Attached decoration to tutus
- Designed and attached decoration for 'Sleeping Beauty' children's tutu
- Helped string tutus
- Help with labelling
- Sent off finished children and baby tutus

December 2018

Wylyotts Theatre

Assistant Costume
Supervisor

- Labelled all costumes and accessories for every cast member
- Helped in fittings (children and principals)
- Altered t-shirts so they couldn't be seen
- Placed costumes in cast members fitting rooms
- Adjusted fastenings on principal costumes
- Altered children's costumes
- Made mic packs for fit each cast member individually
- Added dress shields to all female costumes
- Adjusted shoes for The Giant

November 2018

Gordon Craig Theatre

Assistant Costume
Supervisor

- Labelled all costumes and accessories for cast members
- Adjusted Dame costumes
- Adjusted Dames hats
- Made accessories for the production
- Added hat loops to Dames hats
- Spray painted shoes
- Helped in fittings (children and principals)
- Organised the Dwarves shoes

- Changed laces in Dwarves shoes
- Made masks
- Altered fastenings on costumes
- Placed costumes into fitting rooms
- Re-laced Evil Step Mother corset
- Fixed giant Olaf costumes
- Made props for the production
- Replaced Velcro on costumes

EMPLOYMENT

May 2019-Present

Laura Trott Leisure
Centre

Swim Teacher

- Manage various age groups from 3 years to 50 years old
- Trained in teacher rescue training
- Coach different level swimmers on proper technique on all 4 strokes
- Maintain and record attendance and development of individual children
- Develop relationships with students, parents and staff
- Create lesson plans
- Help improve swimming techniques to achieve competitive level swimming
- Provide feedback and encouragement to all students during the lessons
- Welcome all students in a professional and friendly manner
- Provide explanations and demonstrations for swimming techniques
- Teaching one-to-one and groups
- Ensuring all safety standards are followed at all times
- Dealing with minor injuries and accidents

March 2018-April 2018

Outfit

Sales Assistant

- Till operator
- Shop floor organisation and standards
- Fitting room assistant
- Stock taking and assisting with visual merchandising

March 2017-July 2017

Jack and Jones

Sales Assistant

- Visual merchandising

- Worked with KPIs and Items Per Transaction
- Till operator
- Stockroom efficiency
- Customer liaison
- Shop floor maintenance

Oct 2016-Feb 2017

Krispy Kreme

Sales Assistant

- Customer liaison
- Shop maintenance
- Key holder
- Till operator
- Stock take

EDUCATION

2016-Present

South Essex College

BA (Hons) Costume Construction
Validated by UAL and in collaboration with
the Royal Opera House

2015-2016

Hertford Regional College

Foundation Diploma in Art and Design

2014 & 2018

John Warner Sports Centre

ASA Level 1 & 2 Teaching Aquatics

2008-2015

Goffs School

GCSE's: Math's, English, Science, Spanish, History, Textiles and ICT
A Levels: Textiles, Photography, Dance and Business