

OCTAVIA FOX

CONTACT

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PROFILE

Upon completing my Masters, I have honed into my professional capabilities as an academic/creative writer with impeccable literary skills, including descriptive and analytical writing, dramaturgy, and proofreading/editing. I have a working knowledge of the theatre industry process plus excellent market knowledge of the bookseller and publishing fields.

As well as literary roles, I have undertaken directorial projects which require a strong leadership presence and excellent time management. I recently co-wrote, produced, was leading dramaturg and starred in an original dramatic production with my new theatre company CrushRoom. The show, 'After the Flood,' a literary adaptation of Margaret Atwood's *MaddAddam Trilogy*, premiered at Camden People's Theatre this September with ambitions to take it to the Camden Fringe 2021.

I have a multitude of experience in administrative positions, both within a team and as a supervisor. I have excellent project management skills, am approachable in all respects, liaising with higher management, and can work in a fast-paced, high-pressure environment. I have a strong operational background, a meticulous approach to detail, and have worked with numerous databases including Microsoft, Adobe, Spektrix and Backoffice.

My hobbies include creative writing (particularly poetry and drama), music (I play guitar and sing), fashion (I adore Alexander McQueen and Iris van Herpen) and a love of nature and the outdoors.

SKILLS

- ADVANCED MICROSOFT (WORD, EXCEL, POWERPOINT, PUBLISHER, OUTLOOK)
- ACADEMIC AND CREATIVE WRITING/EDITING/PROOFREADING

EXPERIENCE

T2 Tea – Team Leader

Aug 2018 – Present

Database management (Backoffice)

Money Management

Team training and management

- DATABASE MANAGEMENT
(SPEKTRIX, BACKOFFICE)
- MONEY MANAGEMENT
- TIME MANAGEMENT
- TEAM
MANAGEMENT/DEVELOPMENT

EDUCATION

Royal Central School of Speech and Drama

MA Advanced Theatre Practice
2019-2020

King's College London

BA Comparative Literature
2016-2019

First Class Honours

Godalming College

A/AS Levels
2013-2015

English Language & Literature - A

History – A

Music – A

Biology (AS) – B

Bohunt School, Liphook

GCSEs
2010-2013

5 A*s, 4 As, 2 Bs

Scheduling and time-management

Visual merchandising (across London branches)

Exemplary customer service

Excellent communication between Head Office, Manager and team

Upkeep of store and team presentation standards

Calm and professional demeanor in a busy retail environment

The Strand Magazine – Theatre Reviewer/Editor

Sept 2018 -May 2019

High quality written work with an exceptional use of vocabulary and grammar

Dramaturgical research into historical/social/political contexts with relevance to the modern production

Provide an analytical and descriptive summary of events including technical aspects (requires behind-the-scenes knowledge)

Time management (deadlines)

Intimate knowledge of the publishing process (beginning to end)

Editing and proofreading abilities on both my own and others' work

Excellent written and verbal communication skills

The Finborough Theatre – General Manager

June 2018 – Sept 2018 (Summer Programme)

Database management (Spektrix)

Liaising with Tech Director and Artistic Director (interpersonal relations)

Training and monitoring interns

Money management

Ticket sales (including comp. tickets for NHS workers, friends and family etc.)

Social media and marketing (including press releases and copywriting)

General admission

Lola's Cupcakes (Selfridges) – Team Member

Aug 2017 – June 2018

Exemplary customer service suited to a luxury brand

Maintaining stock levels

Till work

REFERENCES

T2 Tea – Steven Williams
(Manager)

No: 07516628478

The Finborough Theatre – Doug
Mackie (Technical Director)

No: 01223357851

Money management

Communication between team members and management

Excellent standards of presentation

British Heart Foundation – Team Member

Apr 2015 – Aug 2015

Store replen – organizing and tagging donations

Visual merchandising (e.g. window displays)

Till work

General cleaning