

Michael Elkin

Contact: 2431185@student.uwtsd.ac.uk

Versatile and driven management professional with strong experience in retail operations, team leadership, and business development. Proven ability to manage people, streamline processes, and deliver consistent performance improvements. Additional background in film performance, production, screenwriting and directing, bringing strong project management, budgeting, and communication skills. Currently studying Business Management (Level 4), progressing to BSc. Predicted Grade: 2.1

Management & Operations

- * Managed daily store operations within a jewelry retail environment, including staff supervision, customer service, merchandising, and sales performance.
- * Experienced in stock control, inventory accuracy, supplier liaison, and store security.
- * Strong leadership skills with the ability to motivate teams, maintaining operational efficiency.

Business Development & Strategy

- * Contributed to long-term strategic planning using commercial analysis and operational insight.
- * Built and maintained relationships with suppliers, partners, and external stakeholders.
- * Skilled in budgeting, forecasting, and preparing analytical and strategic reports.
- * Supported the marketing strategy for the feature film Break, contributing to campaign.

Project & Production Management

- * Wrote, directed, and produced the feature film Break, overseeing full project lifecycle: budgeting, scheduling, team leadership, and delivery.
- * Produced pitch decks, reports, and strategic documents with strong commercial structure.
- * Streamlined workflows and communication across creative and operational teams.

Communication & Interpersonal Skills

- * Completed professional acting training and performed across TV, film, and theatre.
- * Excellent presenter and communicator, confident in client-facing and team-leadership settings

PROFESSIONAL EXPERIENCE / EMPLOYMENT

Self-employed

2017 - Present

Scriptwriter/Screenplay consultant

- Negotiating terms and creating short form contracts for scriptwriting agreements.
- Writing as per customers brief and keeping to the deadlines and delivery schedules. Creativity.

Ocado Group, Erith

2022 - 2023

CSTM/Delivery Driver

- Checking the vehicle is roadworthy and loaded safely/correctly before depot departure.
- Delivering within the customers' time slot. Liaising with customers ahead of, or behind schedule, to see if it's convenient.

The Gold warehouse Jewelers, London

2012 - 2016

Cashier/Manager

- Welcoming customers and helping them with queries and purchases.
- Making stock decisions and purchasing from the wholesalers in Hatton Garden.
- Opening and closing the shop. Securing stock in shops combination safe.
- Providing valuations for and buying customers scrap and unwanted gold/silver.

The Ritz Casino, Mayfair, London

1999 - 2012

Head Doorman/Car Jockey

- Welcoming customers into the club, taking control of their vehicle, parking it safely and legally for the duration of their stay at the club.
- Chauffeuring clients to and from the club, and on excursions, such as the races or airport pickups in one of the club's many prestige cars.
- Arranging staff rota and leading the team to ensure enough staff were always on hand, particularly during peak hours and busy periods, to provide customers with a quality service.

Self-employed

1988 – 1998

General builder/Plumber

- Undertaking plumbing/electrical, sometimes carpentry.

EDUCATION

Kingsdale School, Dulwich

1985 - 1988

Kentwood School for Boys, Penge

1983 – 198

FURTHER EDUCATION

University of Wales trinity Saint David – Business BSc. Predicted: 2.1

2025- present

BTSC Trade Skills – City and Guilds Plumbing

2010

Morley College – Theatre Studies and Film, Acting Masterclass, Acting for Camera

2002

Bromley College – Equine Studies - Obtained NVQ Level 1 and 2 in Horse Management

1993

SKILLS

Excellent communication skills (written and Verbal) - Project Management - Public Relations - Teamwork - Leadership - Time Management - Critical Thinking - Adept with Word, Excel and Canva - Full UK Driving License (Manual/Auto)

INTERESTS/HOBBIES

As you'd expect, I am a keen film enthusiast and regularly attend the cinema /theatre, especially when director and/or cast are present for a Q&A session. I enjoy cooking and riding horses. But I spend most of my down time writing screenplays and creating media decks alongside them.

Michael Elkin

Address: London

12/11/2025

Dear Sir/madam

I wish to apply for the Cinema Manager position currently advertised on Indeed. Please find my CV enclosed for your consideration.

As a passionate film enthusiast with two decades in entertainment and customer-facing management, I'm excited about the opportunity to bring my experience to VUE. Alongside my background as an actor, film director, and scriptwriter, I have led teams in high-end retail and hospitality, developing a strong ability to create smooth, engaging customer experiences. I also have great IT skills.

I progressed from cashier to manager in a family ran jewellers, with responsibilities that included stock purchasing, selection of new lines/opportunities, and promotional planning. At The Ritz and Aspinalls Casinos, I welcomed VIP guests, organising their travel which often involved route planning for airport pickups and drop offs, during peak periods, making sure they met their connections with time to spare.

I further refined my leadership and communication skills when I directed my feature film, organising time to make sure the shoot was on schedule, whilst also delegating and making sure that heads of departments knew their roles and the production ran smoothly.

What I offer VUE, is a blend of creative passion and proven operational efficiency, innovative event ideas, strong team leadership, recruitment and scheduling experience, and a commitment to building an inclusive, positive culture. management capability.

Yours faithfully,

Michael Elkin

JOB APPLYING FOR:



Cinema Manager

Vue • 3.1 ★
London NW3 6LL

What Will I Be Doing?

- Create and embed a positive working culture and lead by example to deliver a positive customer experience and promote

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- Recognise high performers and pro-actively support career development and progression
 - Communicate all incentive plans to the cinema team, carrying out regular progress updates to engage them with delivering the required

What Skills Do I Need?

- Previous experience in a team management or leadership role in a customer facing environment
- Have experience of delivering great customer service and have the results that can demonstrate this

Life at Vue

Vue UK & Ireland is part of Vue International, one of the world's leading cinema operations, managing the most respected brands in major European markets and spanning eight countries, 224 sites and 1,962 screens.

Our Core Values

- **Analytical:** Big picture thinking and detail enables informed decisions
- **Belonging:** Our narrative is one and inclusive team – where everyone's voice matters
- **Collaboration:** We are in this