




# Lenuta Bejan

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 London, Barnet, NW9

 [LinkedIn Profile](#)

 [Dribbble Profile](#)

## Key Skills

Leadership

Communication

Fast Learner

Problem-solving

Prioritization Skills

Screenwriting and story development

Production assistance

Adaptability and flexibility

Strong organizational skills

Microsoft Office, Google Database - MySQL  
Knowledge of HTML and CSS

## Languages

Spanish - Fluent

Romanian - Native

Italian & Hungarian - Basic

## Profile

Aspiring screenwriter and producer with a background in exceptional customer service and support in high-pressure environments. With over 4 years of experience as a VIP flight attendant and more than a decade of customer service experience across various industries and countries, I bring strong organizational skills, attention to detail, and a passion for storytelling. Currently, I am focusing on screenwriting and production, with one of my projects in pre-production. I am looking for opportunities as a studio assistant, production assistant, runner, script development assistant, or trainee in the film industry. Known for my strong work ethic, adaptability, and commitment to excellence, I am eager to contribute my dedication and creativity to the film industry.

## Objective

Motivated and detail-oriented, I am passionate about storytelling and film production. I am seeking entry-level opportunities in the film industry to utilize my skills and gain hands-on experience.

## Projects

Screenwriter & Producer

Title: Monica: When Fear Kills...

Monica: When Fear Kills... is a feature-length drama based on a true story about domestic violence and child abuse.

Produced by: Ajamax production UK in Association with Moving Pictures Media Group US

<https://pro.imdb.com/title/tt26745901>

## Work Experience

### VIP Flight Attendant

Oryxjet Aircraft Management Limited

Jan 2020 - Apr 2023

- Ensured the safety and comfort of esteemed VIP passengers, delivering an unparalleled travel experience.
- Represented numerous prestigious organizations, serving VIP clientele on a variety of aircraft types and facilitating worldwide travel for both owner and charter flights.
- Collaborated closely with a specialized team of cabin crew, dedicated to providing exceptional in-flight service tailored to the unique needs of private clients aboard.
- Demonstrated adaptability and flexibility in managing the company's dynamic schedule, accommodating last-minute charters and extensions with grace and efficiency.
- Personalized each onboard experience to exceed client expectations, prioritizing safety, meticulous attention to detail, and catering to individual preferences.
- Maintained meticulous inventory management and upheld impeccable aircraft presentation standards, ensuring a luxurious environment for passengers before and after flights.
- Took proactive initiatives to elevate the passenger experience, orchestrating personalized celebrations for special occasions such as weddings, honeymoons, and birthdays.

### ADMINISTRATIVE OFFICE ASSISTANT

TLS Contact Visa Service Center

Sep 2019 - Nov 2019

- Prepared incoming invoices for payment, and calculated the cost of customer orders for outgoing invoices
- Maintained filing systems and ensured important documents were properly recorded and stored
- Maintained and updated records, entering data into a computer and using databases

- Provided administrative support by sending emails, photocopying, filing, answering the telephone, taking messages, and ordering stationery and other resources
- Maintained employee records including time sheets, staff absences, pension contributions, expense claims and holiday leave entitlements
- Represented the company in customer communications and maintained high levels of customer service
- Built and maintained positive customer relationships by listening critically, diffusing frustration, and negotiating ideas that promoted a constructive outcome
- Maintained a positive and motivated attitude when interacting with customers and team members

## Senior Cabin Crew

Flyadeal Airline

Mar 2018 - Mar 2019

- Attended pre-flight briefings
- Conducted pre-flight safety checks
- Ensured the plane was clean before and after flight
- Checked supplies on the plane
- Ensured correct functioning of emergency equipment
- Greeted passengers, checked documents and directed them to seats
- Demonstrated emergency equipment and procedures
- Served food and drinks and sold duty-free items
- Reassured passengers during emergencies and ensured safety procedures were followed
- Ensured passengers left the plane safely.

## LETTING CONSULTANT

CITY EAST PROPERTY SERVICES LTD, London UK

Jul 2017 - Feb 2018

- Helped sell residential, commercial, industrial and agricultural properties
- Met sellers face-to-face to discuss their property and its features
- Visited properties to gather information, take measurements and photographs
- Arranged valuations and structural surveys with necessary parties
- Helped pair clients with mortgage advisers, solicitors and conveyancers
- Arranged advertising and marketing for properties for sale
- Advised and helped sellers make their homes more appealing to buyers
- Showed buyers around different properties in their price range and listened to their feedback
- Helped buyers make decisions on potential purchases
- Helped buyers and sellers negotiate a price that suited both parties
- Managed rental properties and collected rent from tenants
- Kept up-to-date with new trends in the property market

## VIP CLIENT SUPPORT AND HOSPITALITY ASSISTANT

LEXINGTON CATERING AGENCY, London UK

Mar 2016 - Jun 2017

- Provided efficient and prompt service to guests and customers in the VIP room, specializing in wine and liquor suggestions for bottle service.
- Collaborated closely with the Hospitality Supervisor to ensure the smooth servicing of conference and event delegates.
- Assisted in setting up meeting rooms and ensured all working areas were meticulously organized.

## Education History

### Screenwriters' Foundation Certificate

Raindance Film Training Centre

Jul 2024 - Present

### Employability Skills Course

Film London - Equal Access Network

Jun 2024 - Jun 2024

### Production Safety Passport

The Mark Milsome Foundation

Jun 2024 - Jun 2024

## FDSC SUPPORTING INNOVATION IN HEALTH & SOCIAL CARE

New College Durham in association with London School of

Commerce

Apr 2020 - Apr 2022

## VIP FLIGHT ATTENDANT TRAINING

Corporate Flight Training, Luton

Jan 2019 - Jan 2019

## SENIOR CABIN CREW

Prince Sultan Academy Jeddah, Saudi Arabia

Mar 2018 - Mar 2018

## PREMIUM EXECUTIVE SERVICE FOR PRIVATE AVIATION

World-Class NG Cabin Crew, Bucharest, Romania

Feb 2018 - Feb 2018

## SQL DATABASE IT Academy

IT Academy, London, United Kingdom

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### References & Work Recommendation

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Available upon request.