

Emily Tryon

Experience	October 2014	Mindshare PLC	London
	Producer on short film		
	<ul style="list-style-type: none">▪ Budgets/Financial recording▪ Casting/Crewing▪ Location/insurances▪ Transport/Catering/Accommodation▪ Shooting Schedules, Call sheets (all production admin)▪ 1st AD on shoot.		
	2009-Current	Czernin-Kinsky Scottish Company LTD	Galloway, Scotland
	Office Manager		
	<ul style="list-style-type: none">▪ Book keeping/Invoicing▪ Financial recording▪ Budgeting▪ Purchasing▪ Properties manager▪ Diary for Estate manager▪ Every day office management		
	2007-2009	Paul Rolf Dental practices	Suffolk
	Practice manager/investment/advertising/Finance		
	<ul style="list-style-type: none">• Book keeper• Sorting accounts/filing• Pay role• Investment• New practice purchase design and setup• Advertising for new clients• Reception		
	2005-2007	Logistic LTD	Leeds
	Events organizer/sales		
	<ul style="list-style-type: none">• Building client portfolio• Budgeting events• Booking agent for all aspects• Over seeing running of events• Advertising		

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Emily Tryon

2004-2005 Funkmeister LTD Harrogate

Writer Assistant Producer

- Writing treatments/Pitching
- Location scout
- Film Technician
- Casting/crewing
- Applying for funding

Education 2003/2006 University Of Leeds Leeds

Theatre film and Television BA

- 2:1

Interests ▪ Skiing, Clay pigeon shooting, Horse riding, Cooking, Blogging and writing

References Suresh Kara Documovie. Adam Day-Lewin Mindshare.