

**Sue Cohen – Production Runner/Production Assistant  
Bases in Manchester and London**

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**RELEVANT COMMERCIAL / TV / FILM EXPERIENCE**

**Commercials**

Brand	Date of Shoot	Production Company	Role	Production Manager	Producer
Adidas	Aug 2016	Rogue Films	Agency & Client Runner	Kate Wyneborne, Karen Taylor	Sophie Weldon
Waitrose	Sept 2016	HLA	Floor Runner/Driver	Jacqui Pringle	Tim Daulkes
Chevrolet	Aug 2015	SuperPrime	3 <sup>rd</sup> AD	Anna Jones	

**Industry Event Management**

TV Show	Date of Party	Production Company	Role	Production Co-Ordinator	Producer
Evermoor Chronicles II	July 2015	Lime Pictures/ Disney	Event Manager of Wrap Party	Colleen Hughes	Tim Compton

**Short Film**

Film	Date of Filming	Production Company	Role	1 <sup>st</sup> AD	Producer
Closets	April 2015	Lemfilms	3 <sup>rd</sup> AD	Bruce Gill	Marylin Davidson

**TV**

Pilot Sit Com	Date of Filming	Production Company	Role	Production Manager	Producer
The Jackson Five	Nov 2014	Fiona Clarke	Runner	Tina Sherifa Hicks	Fiona Clarke

**VIP**

VIP			Role	Dates
Sarah Byrne	Actor	Cast Member	Logistical timings and management of welfare of cast whilst in Commercial Role Play for HMP Manchester. Running and generally keeping all fed and watered, assuring regular breaks and safety of each individual	16 June 2014 – 17 August 2015
Reece Douglas	Actor	Cast Member		
Lloyd Eyre Morgan	Writer/Actor/filmmaker	Cast Member		
Fiona Clarke	Writer/Actress/Producer	Cast Member		
Jody Latham	Actor	JLSA	To assist Jody's diary, keeping his Drama school running smoothly. Communicating with the students re venue, transport, payments, logistics. Organising Production Office, formulating new systems etc	November 2015 – April 2016
Manchester City	Premiership Football Players x 5	Charity Ball	Chaperon & VIP Runner. Allocated to assure high service levels were received, protection from too much press but allowing access to what was agreed, and to provide transportation as planned	February 2011
Wes & Leanne Brown	Manchester United	Charity Ball	Event Director & VIP Chaperone Allocated to assure high service levels were received, protection from too much press but allowing access to what was agreed, and to provide transportation as planned	February 2011

I'm a born organiser with a strong background in Event Management I am now working in the production teams in TV, Film and Commercials. Highly driven and self-motivated with excellent communication skills resulting in repeat contracts due to successful relationship building. A 'can-do' attitude that is energised by a positive outlook. My experience and skills are all transferable including my VIP chaperoning gained from working with high net worth individuals, celebrities and premiership sportsmen.

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### **KEY SKILLS**

Planning & Organising	Logistics, Team Selection, Ideas, Time Management
Communication	Negotiation, Training, Meet & Greet, Client Liaison, Relationship Building
Confidentiality	Working with high level individuals, confidential material and information
Drive	Highly motivated with determination to follow through to achieve goals.
Finance	Budget control & expense management
Project Management	Brand Management, Managing teams on and off set from the initial brief to execution
IT Knowledge	Outlook, Excel, PowerPoint, Word, Publisher, Razor's Edge, Access (limited), Daylite

Other transferrable skills include the jobs I've covered below

- Personal assistants to Theatre Directors, Braham Murray, Greg Herzhog, Sarah Franckhom all who directed at Royal Exchange Theatre
- Head dresser to The English National Ballet, The Northern Ballet, Opera North, Brian Blessed, Robert Powell, Susannah Yorke, Will Mellor amongst many others in theatres and arenas around Manchester
- Providing Clients with bespoke concepts using imagination from outside the box and solutions to challenging budgets and time commitments
- Brand Management
- Event Directing over 300 VIP events from concept to execution
- Providing Clients with a Rolling Programme of Events
- Delivered all events within budget constraints and time schedules
- Responsible for and managed finance and budget controls
- Negotiated with suppliers to offer clients value for money
- Responsible for planning and implementing multiple events over short time periods
- Worked in the media industry over the last 15 years and built up strong key relationships with clients and contractors
- Created PowerPoint presentations, produced reports and held debriefs
- Produced risk assessments, method statements and health & safety documents
- Responsible for start up of business including recruitment and management of staff, setting up bank accounts, producing business plan, setting fees, setting policies and procedures in place
- Working closely with design company with overall responsibility for design and set up of website, including company branding and website content
- Built up substantial client base through established contacts, reputation and repeat business
- Promoted company directly with potential new clients with responsibility for marketing the business and sourcing and researching companies to pitch for business opportunities
- Able to adapt communication skills to multiple stakeholders from subcontractors to senior executives
- Planned and delivered a variety of private and commercial events within budget and on time
- Received positive testimonials and feedback for events