

RYAN WILLIAMS
PRODUCTION RUNNER

EMAIL - ryanpwilliams93@gmail.com

MOBILE - 07715585455

D.O.B. - 17/12/1993

LEEDS BASED WITH OWN VEHICLE AND CLEAN UK DRIVERS LICENCE

I'm a Production Runner with a keen interest in the Editorial Department. I have excellent communication/admin skills. I love being part of a team and contributing to the smooth-running of a production. I have a strong analytical eye, deep understanding of story, and a solid knowledge of the current TV landscape. I pride myself on being friendly and approachable and will always complete tasks to the best of my ability. I'm a reliable individual who's always prepared to learn and would welcome the opportunity to continue to build my skills on professional productions.

SKILLS

- Google Docs
- Microsoft Office incl. Excel
- MovieMagic
- Printing, Scanning Photocopying
- Final Draft, Adobe Story, Celtx
- Release Forms
- Script & Proof Reading
- Unit & Supplier Lists
- Administration and Call Centre Exp.
- Travel Itineraries
- Communication
- 4 Years Customer Service experience

Title of Production	Production Company & Coordinator/Producer	Role	Duties
<i>Peaky Blinders</i> (Drama Series) <i>Feb. 2017 - Present</i>	Tiger Aspect <i>Kelly Johns</i>	Production Runner	<ul style="list-style-type: none"> - Proof-Reading Amendments - Arranging Transport & Creating Travel Itineraries - Maintaining Floats & Reconciling Expenses - Filing and Creating PO's
<i>War On Drugs</i> (Factual Drama TV Series) <i>Jan. - Feb. 2017</i>	October Films <i>Maria Pavlou</i>	Production Runner	<ul style="list-style-type: none"> - Researching Foreign Dialects - Script Distribution - Pulling Sides - Maintaining Base/Production Supplies - Updating Supplier & Unit Lists
Various <i>Aug. 2016</i>	Big Light Productions Ltd <i>n/a</i>	Production Office Runner (Internship)	<ul style="list-style-type: none"> - Script & Proof Reading, Creating Reports. - Creating Detailed Character Bios
Equality Exchange (Charity Factual Short) <i>Jul. 2016</i>	Hallam Moon Productions <i>Diego Alberto Luna</i>	Director, Researcher & Editor	<ul style="list-style-type: none"> - Researched sexual harassment in the workplace towards women. <p><i>Screened at event in Leeds.</i></p>
Unmistakably Yorkshire (Promo) <i>Jul. 2015</i>	Heavenly <i>Diego Alberto Luna</i>	Writer & Director	<ul style="list-style-type: none"> - Researched Leeds & general community life to develop concept for piece. <p><i>Prize winning promo, used to open Yorkshire House & Hub</i></p>

REFERENCES - AVAILABLE ON REQUEST