

TRACY CHRISTMAS

Runner / Production Assistant

Mobile: 07990 628053
tracy_christmas@yahoo.com

Based in Bognor Regis, West Sussex

Skills

- Full UK Driving Licence / Over 25 / Own car
- Experienced on location and in production offices
- Experienced with talent, contributors and the general public
- Data wrangling – ShotPut Pro 5
- Logging
- Extensive customer service, hospitality and reception experience
- Excellent interpersonal skills

Runner / Location Runner / Production Assistant Experience

Year	Production Company	Production	Format
2017	Ricochet/BBC2	The Repair Shop	Broadcast TV
2017	Nice Media	Deloitte Dramas	Corporate Video
2017	Nice Media	Barclays Personnas	Corporate Video
2016	BFI/Film 4	Old Boys	Feature
2015	Zeppotron/BBC2	Let's Play Darts for Sports Relief	Broadcast TV
2009	Sharp Entertainment	Extreme Series	Broadcast TV
2009	Veras Films	Against the Wall	Short Film
2009	Breakfast Productions	Honeysuckle	Feature
2008	Murmur	The Middle Men	Documentary
2007	D I Love LLC	Death In Love	Feature
2007	Secret Daughter/PBS Frontline	The Old Man and the Storm	Documentary
2007	Hamptons Film	See Saw	Feature

Other Experience

2010-2012 &
2004-2006

- Stewardess** Motor Yacht Longo Mai Private Yacht in the Caribbean/South America
- Ran the interior of a private yacht. Worked as part of a close knit team on board while running my own department
 - Responsible for all guest services and hospitality to an extremely high standard
 - This role required meticulous organisation, time management and problem solving skills

2001-2003

- Stewardess** Motor Yachts Satine & Leigh Private Yachts in the Mediterranean
- Worked on private and charter yachts catering to high profile guests

- Hospitality** Lords Cricket Ground – President's Box
- Table and drink hospitality for high profile guests

Receptionist (including switchboard) / Administrator / Customer Service for companies including Gleeds International Property; Perpetual Private Clients; Citibank; National Westminster Bank

Education

1996-2000

University of New South Wales, Sydney

B.A. (Honours) Film & Theatre – 2:1