

Runner | Production Assistant

Evie Old

South Devon & Cardiff (Willing to relocate) | 07716833440 | evieold@hotmail.co.uk

Key & Transferrable Skills

- Full UK Driving License (Gained 4/10/17)
- Studio and location experience.
- Cash handling, organisation and reconciliation.
- Confident working with talent.
- First Aid trained (2016).
- Strong interpersonal, public speaking, phone, time management and organisation skills.
- Proficient on Windows, Mac and Microsoft Office Suite Software.
- General office/admin duties.
- Education and physical training covering theatre light rigging and maintenance.

Experience

CASUAL+Y | Additional Runner | BBC Cymru Wales | 7th September 2017

Working on location assisting the 3rd AD & crew with locking off, managing Supporting Artists, liaising with other departments and general errands on set.

Director: Judith Dine | Line Producer: Debbie Biggins | 2nd AD: Iolo Rhisiart | 3rd AD: Alyn Luker

The Mercy | Deep Water Films Ltd | Production Assistant/Runner | 8th June 2015

Working on location (Teignmouth, Devon) under the Crowd Department. Invited back as an employee for the last day of shooting.

Director: James Marsh | Producer: Graham Broadbent | Head of Department: Andy Young

- Assisting with 200+ supporting artists' costume fitting process and crowd management (including children and those accompanied by dogs) on set.
- Calling cues and helping to position supporting artists.
- Completing production paperwork and supporting artists' payment forms.
- Creating and updating databases in order to record supporting artists' payment and fitting notes.
- Assisting and liaising with other departments where necessary.

Work Experience

CASUAL+Y | Production/AD Runner Work Experience | BBC Cymru Wales | 8th August 2017

Working in studio with responsibilities similar to my more recent CASUAL+Y work.

Director: Roberto Bangura/Jordan Hogg | Line Producer: Debbie Biggins | 3rd AD: Alyn Luker/Gaby Stansizewska

BBC Radio 1's Big Weekend Exeter | Site Office & Accreditation Work Placement | 28th - 29th May 2016

- Organising, checking and distributing accreditation and meal vouchers to site visitors and crew.
- Dealing with visitor queries such as deliveries or helping them to navigate the site on arrival.
- Assisting the National Radio Bank with the distribution, logging, maintenance, organisation and reconciliation of the radios for backstage communications.
- Running general office errands and tasks.

The Mercy | Deep Water Films Ltd | Production Assistant/Runner Work Experience | 28th May-7th June 2015

Other Employment & Experience

Screwfix Ltd | Trade+ Service Assistant | November 2016 – Current

- Customer relationship management in order to build trust, satisfaction and repeat custom.
- Cashing up, petty cash reconciliation and preparing cash for banking.
- Working under time pressure in order to deliver extremely fast but quality service.

Screwfix Ltd | Service Assistant | April 2016 – November 2016

Girguiding UK | Volunteer Unit Leader | April 2012 - Current

Education

A Levels | Exeter College, Exeter | 2014 – 2016

A* in Business & A* in Stage Management/Theatre Technology (both BTEC Level 3 Subsidiary Diplomas), as well as A, C and E grade AS Levels. 11 GCSE's A*-B grade.

References available on request.