

- JAZ BLAIR-EDMUND -

Production Assistant

London based // Full driving License
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I am a hardworking individual, who has a passion for film and television. With a diligent approach, I have the ability to produce work of a high standard, and adapt to any kind of role in an enthusiastic and professional manner. Whether I am in a big role or small role, I always give 100% and aim to be a valuable member of the team.

- Employment -

- **Oliver's Island: Production Assistant/ Secretary**- January 2017 - January 2018
Managing Cast || Release Forms || Time Management || Assisting Director
- **Collette (Number 9 Films): Production assistant (Second unit)**- November 2017
Sorting/ organising props || organising transport || Assisting production coordinator
- **Apple Tree House, Series 2 (BBC): Production Secretary**- June to September 2017
Emails || Organising transport || Sorting production documents || Scheduling
- **Bright Arts: Production Coordinator**- December 2016
Budgeting || Organising catering || Sorting production documents
- **Mellor & Smith: Production assistant**- December 2016
Budgeting || Booking crew || Organising catering || Scheduling || Organising transport
- **Pink Banana: Production assistant**- November 2016
Organising domestic and International travel || Movement orders || Call sheets ||
- **Vertigo Films: Distribution assistant**- October 2016
Researching || Emails || Filing || Networking

- Education -

University of Westminster (2013 - 2016)
BA Film and Television Production: First Degree Honors

- Skills -

- Mac OS and Outlook literate
- Confident telephone manner
- Communication
- Organisation
- Ability to both prioritise and multitask
- Punctual

- Continued -

- Other Film Roles -

Title	Prod. Company	HODs	My Role	Date
In Fabric	Rook Films Fabric	Location Manager: Tony Hood	Location Marshall	November 2017
Christopher Robin	Walt Disney Pictures	Location Manager : Rob Campbell-Bell	Location Marshall	October 2017
Rellik	Two Brothers Pictures/ New Pictures	2 nd AD: Daisy Caton-Jones	Runner AD	May 2017
Ancient Futures (Working title)	Universal Pictures	Unit Manager: Dave Bell	Location Marshall	April 2017
The Current War	The Weinstein Company	Location Manager: Tom Woods	Location Marshall	January 2017
Guerrilla (TV)	Fifty Fathoms	1 st AD: Kingsley Hoskins	Runner AD	October 2016
Lucozade Energy 'Find Your Flow' campaign (Advert)	Spectrecom Films	Director: Dan Miles Producer: Laura Merrett	Production Assistant	July 2015
The Nutcracker and the Four Realms (Feature Film)	Walt Disney Pictures	Location Manager: Aurelia Thomas	Location Marshall	October 2016

- Film awards and Recognition -

My Films	Awards/recognition
Singularity (Producer)	Selected for the 2016 San Diego International Kids' Film Festival
	Made the final selection for the 15th ISFVF Beijing International Film Festival
Intents (Producer)	Screened at The 25 th Bath Film Festival 2015

References available on request