

Elvedin Gredelj

Runner / Production Assistant – Full Clean Drivers Licence

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Personal Profile: I am an organised, dedicated and hardworking runner who enjoys working in a team with long term goals of succeeding as a producer. I have both in-house and location experience ranging from drama to documentary. I excel under pressure and I'm able to solve problems in busy environments. I can also speak Serbo-Croat fluently.

Key Skills:

- Clean Driving License
- Fluent in Serbo-Croat
- Movie Magic Scheduling & Budget
- Microsoft Suite
- Location, Studio & Office Experience
- Budget Handling
- Location Contracts
- Managing Release Forms
- Communication
- Working with Talent
- Working with Crowd
- Leadership
- Working with Contributors
- Film Festival Experience
- Handling Public & Extras
- Problem Solving
- Liaising with all Departments
- Logging

Emmerdale |ITV| Floor Assistant (Freelance) | August 2017 - Current

At Emmerdale I'm tasked with running lines with actors before takes, prompting, noting amendments and communicating with the script supervisor in the gallery. I'm also tasked with locking locations off to the public during filming.

Creeped Out S2 |CBBC| Key Floor Runner | October–November 2018(Dailies)

As key floor runner I would be assisting the 1st and 3rd AD with ensuring that the filming day was running smoothly to schedule. This meant liaising with all departments and regularly speaking to the chaperones to check on the child actors hours in which I'd communicate back to the 3rd or 1st.

The Queen & I | King Bert Productions | Base/Floor Runner | September–October 2018(Dailies)

Whilst working on this production I did a mix of base and floor running, at base I was responsible for getting artists through costume and make up, making sure both departments have enough time with them before sending them onto set. On the floor I was; locking off, standing by monitors for checks, travelling artists and travelling SA's.

Asda GQ Conference Film |Limehouse | Production Assistant | September 2018(Dailies)

As a production assistant I was on location assisting the crew with kit and locking off sections of the Asda stores from the public.

The ABC Murders | Mammoth Screen | Cast Assistant to John Malkovich | June–August 2018(Contract)

On the production of 'The ABC Murders' I was cast assistant to the lead actor John Malkovich. As a cast assistant I had to ensure that all the actor's needs were met on and off set. This consisted of; sorting transport, making reservations, putting him through make up and costume, letting him know of any changes to the filming day. As well as being his assistant, on set I would also stand in as an additional AD.

A&E Live |Optomen | Location Runner | May 2018(Contract)

As a location assistant on 'A&E Live' my primary responsibility was assisting the PD while we were out filming on location. This consisted of; handing over new camera cards, swapping batteries, boom operating interviews. As well as these responsibilities I would occasionally log throughout the filming day and pass the notes over to the AP at the end of the day. I would also occasionally assist the AP with getting consent from members of the public. During the live filming days I was tasked with crowd controlling members of the public.

British Muslim TV | 1st AD (Intern) | June– August 2017(Contract)

As an intern at British Muslim I was 1st AD'ing their hit show 'Sisters Hour'. This involved me ensuring that everything was running to schedule and that shooting days ran as smoothly as possible. As well as running a tight schedule I was also responsible for greeting guests for the talk show and ensuring they're well looked after before heading into the studio.

British Muslim TV | Production Assistant | May 2017(Daily)

Whilst at British Muslim TV I was tasked with setting up their live studio prior to their live shoot of weekly talk show 'Sisters Hour'. As well as setting up the studio I also assisted producers with organising various other shoots for their live channel.

Ant & Dec's Saturday Night Takeaway |ITV| Production Assistant | April 2017(Daily)

As a production assistant on 'Saturday Night Takeaway' I was responsible for crowd control and getting all contributors to sign release forms. Communication was key during the live broadcast as it was a small team, so we had to co-ordinate with each other to ensure production ran smoothly.

Talking Lens Productions | Production Assistant | February – March 2017(Dailies)

At Talking Lens Productions', I was working on pre-production for the feature film 'Ask The Cheat'. This required me to organise various documents, work closely with the rest of the production team and I was also ringing various hotels to organise accommodation for the cast. I also made documents shortlisting possible locations for different scenes, ensuring they met the director's requirements.

Destination Dewsbury | Feature Film | Location Manager & Unit Manager | May – October 2016(Con)

Whilst working on this feature I took on two different roles. As location manager, I worked closely with Kirklees council to secure locations. Other than working with the council I had to negotiate fee's and bookings with various other locations within the area. I had to maintain a good relationship with all locations to ensure everything ran smoothly. As well as being location manager I was also unit manager on set, which meant I had to ensure every location had a unit base and every department could work as efficiently as possible. Making sure I meet every departments specific requirements.

Mansfield 66/67 | Documentary | Floor Runner | March 2016(Daily)

Whilst working on this feature documentary I did a mix of floor running and helping out in the art department. Working with the art department consisted of preparing props and costume for the shoot.

Scott & Sid | Feature Film | Floor Runner | June 2015(Dailies)

Whilst working on 'Scott & Sid' I was tasked with handling; talent, over 50+ extras and members of the public. Daily duties would range from; closing a section of the York wall down and handling public in a professional manner to working alongside the Unit Manager to set up unit bases on various locations.

True North Productions | Production Runner (Work Experience) | April 2015 (Work Exp)

Whilst at True North Productions I worked on a variety of different programs ranging from; 'Building the Dream', 'Tina Malone: My New Body' and 'Junior Vets'. Whilst working on these programs I was tasked with ringing locations up, organizing cast contact details in excel and transcribing