



Runner

TV and Film Work Experience

- 'Blackbird' Millennium Films 2018 - Video Assistant
- 'Al Capone' Like A Shot Productions Sep 2018 Production assistant
- Britain's Got Talent Regional Auditions - Runner Aug 2018
- Channel 4's Last Mystery of the Mary Rose – Runner Aug 2018
- Like a Shot Entertainment 'Private Lives' - Production assistant Jul 2018
- Nutopia Netflix original series 'Babies' - Runner 2017
- BBC Flog It – Runner 2016
- A Night with Ms Joanna Lumley - Runner for Live Stream 2015
- Sofar Sounds Production Assistant 2014 – 2018
- The Philm Company – The Four Warriors - 2014 Runner

Skills:

- Assisting Camera, production, sound and DIT
- Setting up monitors for all checks and the Director
- Ensuring all relevant departments have a picture at all times, quickly and efficiently
 - Recording playback for the checks and director
 - Coordinating on set timekeeping for both main actors and all extras
 - Keeping the green room prepped and tidy
 - Crowd control and release forms
 - Dealing with talent, extras, testimonials
- Keeping the talent and crew happy, bringing teas, coffees, snacks and lunches.
 - Picking up equipment, crew, talent, costumes and taking too and from set.
 - Problem-solving skills, Decision making ability,
 - Organisational skills, Procedural mindset, Ability to prioritise,
 - Microsoft Excel, Word, PowerPoint
 - Adobe Photoshop, Lightroom, Premiere Pro, Google Analytics, Hootsuite

Other Work Experience

Aspinal of London – Logistics Coordinator – Oct 2016 – Oct 2018

Facilitate the shipping of products from one destination to another, Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay. Receive products and coordinates delivery, prepare loads for shipment. Avoid quality control issues. Ensure warehouse capacity is kept at optimal level. Manage the activity throughout the order fulfilment and transportation cycle to make sure established deadlines are met. Oversee inventory of goods and vehicles. Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible.

Learn to Trade – Social Media Marketing intern – May 2016 – Oct 2016

Creating monthly content calendars for all Twitter, Instagram and Facebook, UK, SA and AUS pages. Advertising and creating Events and using social media marketing for lead generating. Using Hootsuite to monitor all social platforms and to schedule posts. Keeping cost per leads down. Using Photoshop, premiere pro to create content. Attending all events.

Capita – Screening executive – May 2015 – May 2016

Pre-employment screening for large companies like Citi bank, Nationwide and Easy Jet. Hitting targets, call counts and deadlines.

Education



University Of Winchester
Media Production BA (Hons) 2.1

2012 – 2015

Volunteer

South Downs Trust