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Libby Burke  
Production Assistant  
Manchester  
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Production Assistant with experience in running on location for factual and live programmes and digital content, budgeting, scheduling and organising fast turnaround shoots.

#### EXPERIENCE

Production Management Assistant	<b>Children's Unscripted Development and Match of the Day Kickabout</b> – BBC PC: Eve Milosevic, PM: Joanne Callara	April 2019 - Present
Production Management Assistant	<b>Sports Digital</b> - BBC PC: Olivia Hayward, PM: Rachel Parker	February 2019 – April 2019
Production Management Assistant	<b>Countryfile</b> - BBC JPM: Jane Greenford, PM: Victoria Ribbeck	July 2017 - February 2019
Runner	<b>Cenotaph Live Broadcast</b> - BBC PC: Hazel Morris, PM: Matthew Cotton	November 2018 (1 day)

#### UNPAID EXPERIENCE

Runner	<b>Murder on the Blackpool Express</b> - Tiger Aspect <i>3rd AD: Charlie Elliot, 1st AD: Andy Lumsden</i>	June 2017
Runner	<b>Lostock Hall School Promo Video</b> - Seal Films <i>Director: Nick Farrimond</i>	August 2016
Runner	<b>Bristol TedX talks</b> - TedX <i>Organiser: Richard Wood</i>	November 2015
Runner	<b>Jamie Cullum Performance</b> - Bath Festivals	November 2015
Event Runner	<b>Bristol International Festival of Cinematography</b> <i>Producer: Sarah Sparke, Line Manager: Andrew Buchanan</i>	September 2015
Runner	<b>The Big Questions</b> - BBC	March – April 2015

#### OTHER RELEVANT EXPERIENCE

Extra	<b>Hollyoaks/Cucumber</b> - Industry Casting	November 2012 – August 2014
Chairman	<b>Chorley Youth Theatre</b> - CADOS	September 2011 – July

#### COURSES

- Safe Management of Productions (2018)
- Albert/BAFTA Carbon Literacy (2018)
- Working with Children (2018)

#### SKILLS

- Proficient using Microsoft softwares - Excell/Word
- Budgeting, organising and scheduling shoots
- Creative systems like Adobe Creative Cloud - Photoshop/After Effects/Premier Pro, Avid Protools, Celtex
- Experience working with large crowds,

#### EDUCATION

- Bath Spa University, 2:1 BA (Hons) Film, TV and Digital Production October 2014 - June 2017
- Runshaw College, Lancashire; 3 A levels September 2012 - July 2014
- 10 GCSEs grades A\* to C