

Magda Musialkiewicz

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clean driving license with own car

I am a reliable, punctual individual who approaches the smallest of tasks with the utmost enthusiasm and a can-do attitude. I thrive in a fast-paced environment and can work under pressure both as part of a team and independently. I consider myself an adaptable, quick learner and I am always ready to learn and develop new skills.

- Creating and distributing call sheets
- Administrative skills, email correspondence and phone etiquette
- Competent in use of Google Spreadsheets and G-Drive
- Fluent in Polish and learning Spanish

Work experience

Coronation Street, ITV - Production Secretary - 7 weeks cover July - Sept 2019

Father of the Bride - BFI funded short - Runner - June 2019

Sheffield Doc/Fest 2019 - Hospitality Assistant - March 2019 to June 2019

Liaising with and booking accommodation & travel for 300 of the guests attending the festival.

Gentleman Jack, BBC1 – Office Runner -1 weeks placement - October 2018

Leeds Beckett University Advertisement – Production Manager - September 2018

History of Yorkshire TV feature) documentary – Locations Assistant- September 2018

Toilet Rage, the National Centre of Diversity – Producer - July 2018

Sheffield Doc/Fest 2018 - Festival Assistant - April to June 2018

STOCK for SkyArts – 2nd/3rd AD - May 2018

Stranger's Case, Kids on the Run Productions – 2nd/3rd AD- April 2018

The Last Second of Regret - Producer - February 2018

Kodak/NAHEMI competition commercial – Locations - November 2017

The Northern Film School experience

Paper Planes - Producer

Graduation film on a £4000 budget, shooting away in the yorkshire dales.

A Letter to My Father – Producer

Overseen this experimental short film project from the script development to taking the film into the festival circuit.

Romance is Dead – Producer

Overlooked a production of a five minute short drama on a £1000 budget.

Preparations – Locations

Scouted and secured a suitable location for a five-day low budget short drama.

Additional experience

Junkyard Golf Club - Bar Staff – September 2018 to January 2019

Fuzzy Logic (Wire, Leeds) Promotional/ Door staff - September 2017 – January 2019

Customer facing role involving management of long queues of people waiting to get in the club as well as answering any queries and solving issues. Selling tickets and promoting events face to face as well as in promotional online campaigns.

Education

Leeds Beckett University BA (Hons) Filmmaking (2:1)

2016 - 2019

Queen Ethelburga's Collegiate:

2013 - 2016

References

Personal and Professional references available upon request