

# AMY HERDMAN

RUNNER



## PHONE

+44 7947715922

## EMAIL

amy.herdman17@gmail.com

Full UK Driving Licence: with own van | Willing to travel | Bases: Leeds – Newcastle - London | Age 25+

## KEY PERSONAL STRENGTHS

Committed to working as part of a successful team, I am adaptable, dependable and a confident communicator who is quick thinking and calm under pressure. I have experience within a production office and on location/set. I enjoy managing contributors and talent and I have a readiness to think outside the box to find solutions. I'm over 25 and a confident driver with a clean, UK driving licence. I have experience driving long distances in large vans/people carriers both in the UK and abroad.

## KEY SKILLS

- Knowledge of production paperwork/release forms/Invoices/Purchase Orders
- Experience with talent and contributors
- Management of cash floats / production expenses
- Handling of sensitive data
- Microsoft Office / G-Suite Apps
- Set building experience
- Experience with Sony FS7, Sony Alpha 7S, Nikon D3100 and GoPro cameras.

## INDUSTRY EXPERIENCE

### Production Assistant – AIR TV

*In-house* - June 2020 – September 2020

Line manager: Matt Richards

### Runner / Driver – RICOCHET (BBC)

*The Bidding Room*

February – March 2020

Line manager: Katie Dowling

### OB Location Assistant – FILMNOVA

*Great North Run 40<sup>th</sup> Anniversary Film*

September 2019

Line manager: Alison Lombardi

### Shadow Runner – ITV

*Vera – Blind Spot* May 2018

Line manager – Catherine Kinson

### Production Runner – UNDERDOG TV & FILM

*One More Day (Short Film)*

December 2018

Line Manager: Sam Gannie

### Production Assistant - UNDERDOG TV & FILM

*Companion (Short Film)*

February 2018

Line Manager: Sam Gannie

## TRANSFERABLE EXPERIENCE

### Media Coordinator – NIELSEN

- Negotiating contracts and budgets
- Communicating business information
- Dealing with Invoices & Purchase Orders
- Managing multiple Excel spreadsheets
- Transcribing Press, TV & Internet adverts

### Customer Service Specialist – NORTHERN ROCK

- Dealing with challenging customers
- Organising budgets and payment schedules
- Handling sensitive data
- Calm and decisive under pressure
- Diplomatic conflict resolution

### Sports Development Coach - DURHAM COUNCIL

- Full DBS Checked, 1<sup>st</sup> Aid / Safeguarding trained
- Inventive and adaptable, able to think on my feet when circumstances change
- Managing relationships with clients, teachers & parents

### Assistant Production Manager – PEOPLES THEATRE

- Working long, unsociable hours
- Evaluating and minimising risk
- Contributing to key production paperwork
- Understanding of lighting and sound equipment

## EDUCATION & TRAINING

- **ScreenSkills Coronavirus Awareness Training** SCREENSKILLS 2020
- **Safe Management of Productions** FIRST OPTION SAFETY CONSULTANTS 2020
- **albert Sustainable Production Training** BAFTA ALBERT CONSORTIUM 2020
- **MS Excel - Intermediate** NOMAS TRAINING LTD. 2020
- **Explore Filmmaking** NATIONAL FILM & TELEVISION SCHOOL 2020
- Classes delivered by Destiny Ekaragha, Brian Tufano, Mike Figgis & Corin Hardy
- **Re:Boot TV Production Management** LEEDS TRINITY UNIVERSITY 2019
- Classes delivered by Carol McKenzie, True North; Julie Heselgrave, True Vision Yorkshire & Ali Hobbs, Freelance Production Executive
- **BA Joint Honours - Media Production & English** LEEDS UNIVERSITY 2005

REFERENCES AVAILABLE ON REQUEST