

RUNNER & OFFICE RUNNER

Katie Dow

Phone: 07792745578

Email: katierhianna@sky.com

Location: Peak District | Sheffield | Manchester [SK13]

Statement

After being extra on filmsets since 2014 ["A Monster Calls" (Focus Features), "Paranoid" (ITV/Netflix), "Angel" (short film)], I have been making the transition to behind the camera. In 2020 I was selected as one of the National Theatre's Young Producers. I also have a degree in Literature and 6 years' experience at an Acting school working with scripts.

SKILLS

- ✚ Full clean Driving Licence
- ✚ 90wpm typing inc. taking minutes and agendas
- ✚ Outdoor navigational skills
- ✚ Freelance career working in busy, intense, corporate environments
- ✚ Excellent scheduler and creative problem solver
- ✚ Keeping invoices and handling petty cash
- ✚ Microsoft Office & Wordpress

Relevant Work

Team Coordinator, Plays To See 2018-current

- ✚ **Scheduling:** I managed the company's online calendar and social media.
- ✚ **Planning:** Part of the core team devising company expansion and meeting with trustees.
- ✚ **Organisation:** I oversaw reviewers' journalist accreditations and their calendars, as well as then editing and uploading their articles for the site.
- ✚ **Technical Skills:** I reformatted documents and contracts for the company and took the minutes at meetings. I now offer my services as a transcriber.

National Theatre Young Producer 2020

- ✚ **Interpersonal skills:** I was quick to make close connections within the team to create a focussed and friendly work environment.
- ✚ **Skill development:** I was mentored in budgeting, marketing and scheduling by industry experts.
- ✚ **Problem-solving:** The team's success relied upon robust collaboration, devising creative solutions, and maintaining efficient organisation.

Current Work

I work freelance in transcription and administration for clients both nationally and internationally, and as an administrative assistant in a medical office.

Education

University: First Class Degree in English Literature at University College London