

ALEX BRABBING

Production Runner

Mobile: 07498695780

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Based in Manchester (willing to relocate)

Full clean driving license

PROFILE SUMMARY:

A very hard working and personable individual with excellent organisation and time management skills. Someone who is dedicated to achieving the highest standard of performance in every task taken on. Aspiring to work in Production Management in the future, I am a proactive and committed individual, effectively being able to communicate with people from diverse backgrounds and seniority levels.

SKILLS:

- Excellent organisation and time management
- Dealing with high profile talent
- Able to prioritise workload
- Ability to work calmly under pressure
- Studio, location and office experience
- Forward thinker
- A great level of adaptability
- Effective communicator and listener
- Experience using Microsoft packages

WORK EXPERIENCE:

Studio Runner (Manchester Studios)	Sept 2020 – Present	<ul style="list-style-type: none">- Assist with the day to day running of studio spaces (productions including BBC, ITV Possessed, TwentyTwenty and Studio Lambert).- Managing the studios front of house to sign in both crew and talent to assign access passes and deal with general queries.- Working closely with production managers and co-ordinators to overcome issues that arise.- Ordering stock, replenishing supplies and tracking deliveries.- Key holder, often responsible for opening the studios.
Shooting Assistant Producer (LA Productions) BBC Commission	August 2020	<ul style="list-style-type: none">- Assisting with the setting up, clearing away and transportation of equipment.- Assisting with the managing of the set and overcoming logistical challenges that arise when shooting.- Responsible for enforcing strict Covid-19 measures.
Team Assistant – This Morning (ITV Studios)	November 2019	<ul style="list-style-type: none">- Printing and distribution of scripts.- Looking after high-profile talent.- Prioritising running tasks to prepare for the following show.- Assisting the Production Secretaries with day to day activities.
Locations Marshall – Danny Boyle Feature Film 'Yesterday' (Working Title)	May - June 2018	<ul style="list-style-type: none">- Assisting Production Co-ordinators with location prep.- Assisting crew with transport/ travel facilities to each location.- Managing crowd control.

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Content Assistant (Open Culture)	Sept - Dec 2019	<ul style="list-style-type: none"> - Self-shooting on location and editing footage. - Contributor release forms. - Creating filming schedules.
Camera Operator (Sound City 2019)	May 2019	<ul style="list-style-type: none"> - Liaising with the production team to create filming schedules. - Managing my own time to work between location shoots. - Transporting equipment to and from the production office.
Nursery Assistant (Seymour Road Nursery)	Sept 2014 - Sept 2018	<ul style="list-style-type: none"> - Assisting in the creation and managing of staff rotas. - Taking payments and updating payment records. - Following Safeguarding procedures to keep children safe. - Creating schedules and systems to assist with the smooth day to day running of the nursery.

EDUCATION:

Liverpool John Moores University (2017 - 2020)

Media Production BA(Hons) degree - 1st Class

VOLUNTARY WORK:

Better Futures Global Volunteering Programme in Malaysia	June – July 2019	<ul style="list-style-type: none"> - Encouraging educational pathways in young children from the indigenous tribes of the Belum Rainforest in Malaysia. - Volunteering at the Orang Utan Sanctuary Island to learn and support the conservation of Orang Utan's.
Liverpool John Moores University Student TV Show	April 2019 – May 2020	<ul style="list-style-type: none"> - Researching and booking contributors for show items. - Booking studio space. - Managing production budget. - Creating and distributing scripts to crew.
Liverpool John Moores University Student Advocate	April 2018 - May 2020	<ul style="list-style-type: none"> - Representing Liverpool John Moores University at open days. - Assisting with queries from the general public. - Directing visitors on site whilst following health and safety procedures.

AWARDS AND ACHIEVEMENTS:

- Phillip Redmond Outstanding Contribution Award 2020 for Liverpool John Moores University.
- Coronavirus basic awareness production training ScreenSkills 2020.

References on Request

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