

Louise Hallien - Runner

Location : Leeds/Yorkshire

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Key skills:

- Bilingual French/English
- Clean and full over 25 driving license.

Assistant to CEO, UnGroup

Mar 2019 - Present

- Project managing assignments (currently 6) for our consultancy clients. An example is organising a 4-hour interactive workshop across 5 different time zones that led to a further project request from the client.
- Assisting our CEO day to day, scheduling appointments and liaising with both external clients globally and all internal meetings.
- Resolving delegate and sponsorship enquiries in the run up of and duration of virtual events; working night shifts for our APAC edition to ensure smooth running of the even
- Carrying out potential event platform research that led to the selection of our current platform, which is now used for all WORKTECH events.

Freelance Runner for following companies:

Stink Studios, Lipsync, Knucklead Productions, Soho Square Studios, Glassworks VXF and Twickenham Film Studios

August 2019 – March 2020

Responsibilities included:

- Assisting the assistant director on one shoot in the schedule & coordination of 60 extras with our 3 hair & wardrobe stylists.
- Gaining an understanding of the sound design and audio post-production industry aiding engineers set up studios when needed.
- Fulfil client demands such as preparing riders that include items from multiple different countries to ensure they have the exact items requested.
- Assisting on a 26-hour music video editing session whilst organising a last-minute get together the director and our producer wished to host for 20+ friends and family throughout the session

Floor Runner 'The Circle France' Studio Lambert/Netflix

November – December 2019

Working in a crew of 350 I was one of the few bilinguals who worked to liaise between both English & French teams whilst looking after talent and crew and responsible for stock lists and distribution.

Production runner, Camp Bestival

July 2019

Assisting all members of management in the principle Camp Bestival production team in achieving a smooth & successful event.

Information and Admin team, Nozstock festival

July 2019

A vital part of this role was to know to be able to confidently answer any questions and in some cases calm distressed punters. We also reunited 214 punters with lost belongings/people through our organisational skills.

Sabbatical

March 2019 – June 2019

Travelled South East Asia for 3 months visiting Malaysia, the Philippines & Vietnam.

Talent Acquisition Assistant, Gatenby Sanderson (2 Month FTC)

Assisting our Talent Acquisition Lead in achieving a target of 40 hires within the company across our Leeds, London and Birmingham offices.

- Organizing and scheduling both phone and face to face interviews for candidates with relevant colleagues and managers.
- Carrying out candidate research projects for new roles by mapping the current public sector market including Local Government, Health and Education.

Volunteer, Boomtown Festival

August 2015 - Worked as a Marshall ensuring safety of guests over the course of the festival.

Academic Achievements

University of Leeds 2014 -2017

Media & Communications BA

Richmond Upon Thames College 2011-2013

International Baccalaureate.

References available upon request