




# CONVER JEANNICK

PRODUCTION ASSISTANT

## CONTACT

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-  London

## SKILLS

- Walkie talkie trained
- First aider trained with St John Ambulance
- Confident on the telephone
- French: native language
- English: advanced
- Highly organised
- Energetic and proactive
- Responsible and reliable
- Software:
  - Celtx production
  - Davinci resolve
  - Google doc / sheet
  - Canvas

## EDUCATION

ASSISTANT DIRECTOR  
DEPARTEMENT CERTIFICATE  
WITH FILMSKILLS ACADEMIC  
2023

## PROFILE

I am an hardworking Runner / PA. I'm motivated, dedicated and focused with a good attention to detail and excellent organisational skills. I have a strong desire to learn, grow and pursue a dedicated career in the AD department as a floor runner.

## WORK EXPERIENCE

2023: 26 August to current

SLEEP: Micro budget Sci-fi / horror feature film (in production)

### Lead PA:

- Preparation and email call sheet
- Recruitment Runner via Starnow and facebook group
- Lead and supervise a team of Runner
- Set Preparation
- Help maintain the production schedule
- Help manage the cast and crew
- Assist with the script continuity
- Help keep track of time during the shoot
- Help with lighting (Neewer apps + RGB660 / SNL660, Sidus link apps + MC RGB Led aputure)
- Operating the clapperboard

### STUDENT SHORT FILMS

- June 2023: The heist: director, camera operator
- April 2023: The love of my sea: director, editor

## GDPR

This CV may be kept on file and distributed for employment purposes