

Sherneka Walwyn

PRODUCTION ASSISTANT

Leeds
07583691076
shernekawalwyn@gmail.com

Leeds based production assistant, with great communication skills, quick thinking, and a willingness to learn.

First Aid and Fire Warden Trained | Mental Health First Aider

Screenskills - Coronavirus Training| Tackling Harassment & Unconscious bias

SKILLS

Good Knowledge of Microsoft Office Software, Word & Excel
Knowledge of Production Software, Setkeeper, Wegotpop and Money Penny
Knowledge of Purchase Orders, Reconciliation

EXPERIENCE

Dance School | Production Runner |

OCTOBER 22- JULY 2023 | , LEEDS | DUCK SOUP FILMS | PM: EMILY AXON| PC: FRANKIE COONEY

- Taking ownership and distribution of the Prep Diary.
- Distribution and creation of Travel Movement orders and NDA's
- Assisting with sourcing suppliers for casting spaces table read throughs and any production space hire needs.
- Raising Purchase orders and reconciling production cards
- Upkeep of the office kitchen.
- Data entry and upkeep of travel, scripts, NDAs, and inventory logs.
- Upkeep of suppliers and unit lists
- Data entry for Albert
- Lunch and coffee runs.

The Ceremony | Production Assistant |

JANUARY 23 - DAILIES | BRADFORD | STRIVE FILMS | PM: LUCY MEER

- Assisting the production manager with a unit move to the Dales.
- Sourcing equipment on a tight timescale for filming in the Yorkshire Dales.
- Upkeep of logs, for accommodation travel and inventory.

Steps Packed Lunch | Runner Trainee |

NOVEMBER 22 - DAILIES | LEEDS | EXPECTATION ENTERTAINMENT | PM: CLAIRE THACKRAY

- Collecting talent from drop off points and escorting them into the dressing rooms.
- Upkeep of dressing rooms and kitchen area.
- Liaising with different departments to keep the live show running smoothly.
- Tea and coffee runs.

Platform 7 | Runner Trainee |

NOVEMBER 22- DAILIES | LEEDS | DANCING LEDGE PRODUCTIONS | PM: KELLY JOHNS

- Shadowing runner.
- General office administration tasks.

References – Available on Request

GDPR – You may keep this CV on file for future employment opportunities