

GDPR Statement: This CV may be kept on file and distributed for employment purposes.

Erin Cluskey | Production Assistant, Runner

Liverpool | Manchester | Willing to travel/relocate.

07597 418 782 | cluskeyerin@gmail.com

As a hard-working, dependable, and enthusiastic individual, I am extremely eager to gain more experience in the production office which will allow me to develop the skills harnessed through my previous credits in HETV. I am adaptable and organised with outstanding communication and administrative skills and strive to complete any task to the highest standard.

Key Skills

- 25 with full driving licence (Class B), own vehicle, and business insurance.
- Proficient in Microsoft Suite, Google Docs/Sheets, Setkeeper, Plannah, OnSet Updates.
- Experience reconciling Equals cards and expense forms, cash handling.
- Producing purchase orders (Digital PO, Ezy PO).
- Experience working with talent and supporting artists.
- Experience arranging transport for cast and crew, producing TMOs and itineraries.
- Liaising with external suppliers such as courier companies, water suppliers, and treat vendors.

HETV Experience

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|--------------|----------------------|-------------------------|-----------------------|---|
| Daddy Issues | Production Assistant | Fudge Park Productions | Nov 2023 – Feb 2024 | LP: Judy Goldberg PM: Kelly Sillery |
| Dead Hot | Production Runner | Quay Street Productions | Apr 2023 – Sept 2023 | LP: Deborah Coombes PM: Anna Graham |
| Maternal | Covid Secretary | ITV Studios | June 2022 – Sept 2022 | LP: Maria Pavlou HOD: Natalie Taylor |

Short Films and Commercials Experience

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|---|----------------------------------|-------------------|--------------------------|
| Google Pixel with Liverpool FC (Commercial) | Runner | Double Dice Films | 3 rd Oct 2023 |
| Loynes (Short film) | Supporting Artist Coordinator | Lono World | Feb 2023 – Mar 2023 |

Certificates and Industry Training

- Coronavirus Basic Awareness on Production Training, Screenskills Nov 2023
- Albert Sustainable Production Training June 2023
- Production Secretary Transfer Programme, Screenskills, thecallsheet.co.uk Feb 2022
- Sessions included: Setting up the office, GDPR, Assets, Insurance, Distribution, Diary Management, Tech Recce & PPM, Readthrough, Rehearsals and Fittings, Casting/Contracts, Purchase Orders, Working with Children, Crew Bookings, Schedule, Trucks & Swing Drivers, Clearances, Script (Final Draft), Progress Report, Wrap.

Education

- MPhil in Irish Writing, Trinity College Dublin Sept 2019 – Dec 2020
- BA (Hons) English Literature, Cardiff University Sept 2016 – June 2019

References available upon request.