

# Kate McGarry

Salford, M6  
07432588498  
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## Technical Skills:

- Full and clean driving License 25+.
- Proficient touch typist
- Qualified first aider
- Petty cash handling

## Soft Skills:

- Highly organised and punctual
- Strong problem-solving skills
- Team player and personable

## Training:



4Skills Work Experience  
Awarded 2024



Calltime Ready Certification:  
cert\_5bgsgr2y - March 2024

**ScreenSkills:** (All Awarded Nov 2023)  
Addressing Unconscious Bias. - Coronavirus Basic Awareness. - Mental Health Awareness at Work. - Tackling Harassment and Bullying at Work - Safeguarding at Work. - Diversity, Equality and Inclusion.  
Level 3 Emergency First Aid Training at Work: (Awarded Sep 2023)  
SIA Security Door Supervisor License: (Awarded Sep 2023)

## Personal Statement

Dedicated and detail-oriented film production graduate with First Class Honours from Edinburgh Napier University. Specialises in production management and producing, with hands-on experience in research, production assistance, and customer service. Adept at managing logistics, scheduling, and budgeting for film projects. Seeking a challenging runner position to leverage my skills and passion for the film industry.

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## Production Experience:

*May - June 2025*

Studio Runner, Stacy Solomon: Sort Your Life Out - BBC/Optomem TV

Helped production staff set up the studio for filming. This included:

- Setting up the food station.
- Prepping the floor.
- Helping the Clothing Department sort through items and categorising them.

*March 2022*

Internship, Scrumptious Productions, Researcher

- Conducted extensive research on documentary interviewees, including news coverage and footage.
- Presented research finding to the producer, advancing preproduction stage for the documentary project.

*January - July 2018*

Production Assistant, Media City Unplugged, Captive North

- Scouted and contacted new talent , contributing to the creation of engaging content for YouTube and Facebook.
  - Liaised with talent on set, ensuring smooth operations and efficient footage transfer from SD cards to hard drives for editing.
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## Work Experience:

*October 2023 – Present*

Bar and Wait Staff, Lymm Rugby Club

- Provided excellent customer service during long shifts, handling high-pressure situations calmly and effectively.
- Developed skills in navigating challenging customer interactions and maintaining composure during busy periods.

**Past work history can be provided.**

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Edinburgh Napier University – Bachelor of Arts in Film, First Class Honours, 2019 – 2023

A four-year degree at the second highest rated film school in the UK. Specialised in producing and production management, receiving one-to-one tutelage from industry professional Laura McBride. Schooled on the industry standard procedures for creating risk assessments, schedules, budgets, call sheets and much more. The course culminated in the creation of a ten-minute short film I produced and production managed called Moth!. The film was a joy to make, and it was a great success having been screened at several festivals including, Dumbo Film Festival, Cinemagic Young Filmmaker Festival and Golden Short Film Festival.