

LAURA HARTWELL

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Personal Profile

Currently studying Production Management for Film and Television at The National Film and Television School. I am a creative and driven administrator with 6 + years' experience in the sporting and entertainment industries and now looking to transition into a career within film and television production. Valued for excellent time management, communication and problem-solving skills and dedicated to improving operational efficiency.

Summary of Experience

- Full UK Drivers license.
- DBS checked.
- Covid Safety and First Aid trained.
- Proficient in Microsoft office, adobe suite and MovieMagic Budgeting and Scheduling.
- Risk assessments, call sheets and progress report proficient.
- Ability to focus and work under pressure.
- Flexible and willing to work long hours.
- Willing to relocate.

Experience

National Film and Television School

Production Management for Film and Television September 2020- October 2021.

Worked across a range of projects in the roles of a runner, production assistant, and production manager across short fiction, television, documentaries and commercials.

- Responsible for production paperwork including risk assessments, call sheets, movement orders, Covid Method Statements, agreements, contracts, and schedules.
- Hiring equipment and freelancers
- Working extensively on budgets and organizing invoices, reconciling petty cash, and cost books.
- Driving hire vehicles
- Briefing crew on set in regards to health and safety
- Researching and securing locations and crew

Swim Expert

Self employed Swimming Instructor August 2020- Present.

- Delivered a range of lessons across age groups in either a one-to-one or group sessions in compliance with Swim England Framework and all H&S standards.

Marylebone Cricket Club

Senior Tours and Museum Administrator January 2020- September 2020.

Tours and Museum Administrator 2017-2019.

- Responsible for the recruitment and training of new zero hours contract staff
- Managed a casual staff force of over 45 people including budgets, payroll, rotas, hiring, training and development and competitor analysis.

Virgin Active

Zero Hours Swimming Instructor January- August 2019.

Virgin Active

Receptionist/Administrative Assistant December 2016-November 2017.

- Managed the daily administration and diaries of over 15 staff members, including senior physiotherapists, and a client list of over 200 people.

Freelance

Temporary Administrative and PR Assistant August 2015- December 2016.

- Achieved extensive administration tasks such as diary management, enquiries and professional assistance in a freelance capacity within the public relations and entertainment industries, including film sets.

Premier Comms

Intern March- August 2015.

- Improved key office administration skills through daily activities and ensured the smooth running of the department which was responsible for a large number of high profile clients.

Prism Ltd

Junior Account Executive September 2014- February 2015.

Hartwell Lawyers

Part-time legal secretary December 2010- May 2014.

Belgravia Leisure

Part-time swimming instructor September 2012- December 2013.

Education

Postgraduate Diploma, National Film and Television School 2020-2021.

Production Management for Film and Television.

STA Swimming Teaching Certificate and Award 2018.

STA Award and Certificate in Swimming Teaching.

Bachelor of Communication, Bond University 2014.

Major in Public Relations, minor in Journalism and French.

Diploma of Popular Music and Performance, JMC Academy 2012.

Majored in vocals and held a distinction average.

References

Available on request.