

# Ada Urbaniak – Production Runner

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Full Clean Licence / EU Passport

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Own Car and Business Insurance

**Based in Sheffield, London, Manchester (willing to relocate)**

Having been a BAFTA Prince William Bursary 2022/2023 recipient and an attendee on the recent Warner Brothers x CrewHQ Progression Programme, I am keen to continue developing my skills and experience in the film and TV industry. I have previously worked in the accounts department but wanted a change and since then have worked mainly in production.

## HETV AND FILM CREDITS

DATE	ROLE	PRODUCTION	RESPONSIBILITIES	REFERENCES
June – August 24	<b>Production Assistant</b>	<b>I Swear (Tempo Productions)</b>	<ul style="list-style-type: none"> <li>Printing various paperwork and distributing to crew</li> <li>Writing TMOs and helping with clearances, child licences, taxi bookings, etc</li> <li>Talent running e.g. drinks and coffees as well as other errands and transporting</li> </ul>	Production Manager/Accountant: Kate Eldridge Line Producer: Graeme Mackenzie Prod Coordinator: Asib Akram
12-13 <sup>th</sup> June 24	<b>Location Marshall</b>	<b>Missing You (Netflix)</b>	<ul style="list-style-type: none"> <li>Setting up Ezy-Ups and mats</li> <li>Locking off set</li> </ul>	Assistant Location Manager: Joel Sheldrake
19 <sup>th</sup> May 24	<b>Location Marshall</b>	<b>BIMINI (Skydance Media)</b>	<ul style="list-style-type: none"> <li>Working in central Liverpool with 80+ Marshalls, carrying barriers and liaising with public</li> </ul>	2 <sup>nd</sup> AD: Dan Butler Location Assistant: Alice Malley
Jan-Feb 24	<b>Rushes Runner (PA)</b>	<b>Hedda (MGM)</b>	<ul style="list-style-type: none"> <li>Delivering rushes to lab after wrap via driving</li> <li>Assisting Production department e.g. filing, helping with sides, researching couriers and quotes</li> </ul>	Production Manager: Cecily Colahan Prod Coordinator: Tian Boyce
24 <sup>th</sup> Aug 23	<b>Location Marshall</b>	<b>Heads of State (Amazon Prime)</b>	<ul style="list-style-type: none"> <li>Negotiating with the public, communicating with crew to know when they can pass through</li> </ul>	Location Manager: David Seaton
March – July 22	<b>Accounts Trainee</b>	<b>Treason S1 (Netflix)</b>	<ul style="list-style-type: none"> <li>Using software Eclipse and EZYPO: creating copy REMS, inputting bank details of suppliers</li> </ul>	1 <sup>st</sup> Assistant Accountant: Jenny Whiteley
Sept 21 – March 22	<b>Accounts Trainee</b>	<b>Wonka (Warner Bros.)</b>	<ul style="list-style-type: none"> <li>Making and creating POs using DPO, processing invoices</li> </ul>	AP Supervisor: Cristina Zanoletti

## OTHER CREDITS

DATE	ROLE	PRODUCTION	RESPONSIBILITIES	REFERENCES
2 <sup>nd</sup> -3 <sup>rd</sup> Sept 24	<b>Production Manager</b>	<b>The 2<sup>nd</sup> Best Coffee (Short)</b>	<ul style="list-style-type: none"> <li>Helping the shoot days run smoothly by sorting catering, setting up Ezy-Ups, etc.</li> <li>Signing in SAs and collecting extra's agreements</li> </ul>	Producer: Damian Palli
5 <sup>th</sup> June 24	<b>Runner</b>	<b>Dogs Behaving Badly S7 (Avalon)</b>	<ul style="list-style-type: none"> <li>Handling RIMMs</li> <li>Setting up lighting equipment</li> </ul>	Producer Director: Phil Loweth
23 <sup>rd</sup> October 23	<b>Runner</b>	<b>Ensana Corporate Film (TBD Media Group)</b>	<ul style="list-style-type: none"> <li>Standing in for shots</li> <li>Helping carrying equipment</li> </ul>	Director: Lorenzo Bartolucci DOP: Eva Kandri
18 <sup>th</sup> July 23	<b>Location Runner</b>	<b>Stacey Dooley: Six Feet Under (BBC)</b>	<ul style="list-style-type: none"> <li>Breakfast and lunch run</li> <li>Helping with film equipment</li> <li>Talent running</li> </ul>	Producer/Director: Alice Bowden Producer: Warren Tennyson

1 <sup>st</sup> -2 <sup>nd</sup> July 23	<b>Location Runner</b>	<b>Our Welsh Chapel Dream (Channel 4)</b>	<ul style="list-style-type: none"> <li>• Handling release forms with members of the public</li> <li>• Working with Talent closely by getting drinks and lunch orders</li> </ul>	Series Producer/Director: Miles Carter Assistant Producer: Megan O'Leary
14 <sup>th</sup> May 23	<b>Runner</b>	<b>BAFTA Television Awards</b>	<ul style="list-style-type: none"> <li>• Talent running for press photography on the winners run</li> </ul>	Event Coordinator: Sophie Griffiths

<b>Training</b>	<b>Skills</b>
<ul style="list-style-type: none"> <li>• Mark Milsome Film and TV Online Safety Passport Course (June 2024)</li> <li>• CallTime Ready Course (June 2023): Knowledge of set etiquette and entry-level roles</li> <li>• ScreenSkills Assistant Production Accountant Apprenticeship (Aug 2021-Dec 2022): Placements on HETV (Treason S1) and Film (Wonka)</li> </ul>	<ul style="list-style-type: none"> <li>• Polish Speaker (Fluent)</li> <li>• General computer literacy (Microsoft Word, Excel, and Google drive applications)</li> <li>• Petty cash reconciliation</li> <li>• Production software experience eg Scenechronize</li> </ul>

**GDPR: My CV may be kept on file and distributed for employment purposes**