

# FRAN ROSTANT

PRODUCTION ASSISTANT

## PROFILE

Hello! I'm Fran, an aspiring production manager for TV and Film. I am a highly organised, motivated and trustworthy individual who adapts very well to change, enjoys multi-tasking, can work extremely well under pressure and to tight deadlines.

## SKILLS

- Copywriting and Literary
- Research and data gathering
- Adobe CC (Including Photoshop, Illustrator, Premiere Pro, After Effects and InDesign)
- Comfortable using Mac + PC
- Google suite
- Microsoft suite
- Videography and Video Editing
- Graphic Design and Illustration

## QUALIFICATIONS

BA Hons Degree in Technical Theatre  
*(1st class)*

The Fundamentals of Digital Marketing  
*(online course)*

Coronavirus basic awareness on  
production training  
*(Screen Skills)*

## REFERENCES

Available upon request.

## EMPLOYMENT

### 2020 CONTENT CREATOR

Talley

This role involves communicating with many different members of a remote team to come up with ideas, design, and post social media, video and promotional content.

### 2019 HR ADMINISTRATOR

BAM Nuttall

As an HR administrator, my daily tasks included handling sensitive information professionally, and organising, filing and navigating paperwork and computer systems.

## EXPERIENCE

### 2020 STAGE MANAGER DRAMA ST.MARY'S

Organising and scheduling meetings, taking and distributing notes. I also assisted with script changes, making sure that all actors and technical crew had the most up-to-date versions,

## CONTACT



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