

# Chloe Alden

**Production Assistant**

**Location:** Reading

**Email:**

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chloealden2004@hotmail.com

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## Profile

A motivated and adaptable individual with a first-class bachelor's degree in film production. I have hands-on experience working efficiently within busy teams on location and in production preparation. Highly organised, I am eager to continue building my experience within the TV and film industries.

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## Core Skills and Achievements

- Full clean driving licence
  - Production budgeting and finance management
  - Microsoft Office Suite & Adobe Creative Cloud proficiency
  - Writing contracts and liaising with clients
  - Location scouting and logistics coordination
  - Strong organisational and research skills
  - Effective communication and teamwork
  - Problem-solving under pressure
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## Experience

**Production Trainee** | *The Agency S2* - Paramount (Band 4 HETV) - Shinfield Studios | Sep 2025

- Prepared and organised 600 crew wrap gifts for distribution
- Managed office tasks: updating calendars, filing, collecting mail, and restocking supplies
- Assisted production manager and coordinator with day-to-day administrative support

**Producer** | *Nightlight* - Drama Short Film (Final Major Project) | Apr 2025

- Raised £3,000 via crowdfunding and managed production budget
- Organised logistics for a 15-person crew across a 7-day shoot
- Oversaw casting, including securing a licensed child actor

**Assistant Producer** | *The Medusa Complex* - Student Short film | Mar 2024

- Managed contracts, finances, and food budget for a 20-person crew
- Coordinated between departments to ensure smooth filming and on-time delivery

**Producer / 1st AC** | *Unmixed Unmastered* - Student Documentary | Nov 2023

- Conducted production research, location scouting, and secured permissions
  - Handled Ronin S Gimbal, Canon EOS R6, and Sony PXW FX9
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## Other Employment

**Work Experience** | Paramount, Shinfield Studios | Sep 1<sup>st</sup> - Sep 5<sup>th</sup>

- Shadowed assistants and trainees in the production department, art department, set decorators and props

**Sales Assistant** | Greggs, Woodley, Reading | Oct 2021 - Aug 2022

- Delivered customer service and handled cash transactions accurately
- Maintained a clean, safe, and efficient working environment
- Assisted with stock rotation and food preparation during busy trading hours

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## Education

- **BSc Film Production** (First class honours) - Solent Southampton University (Sep 2022- May 2025)
- **Level 3 Diploma in Creative Media** (Distinction) - Henley College (2020-2022)
- **10 GCSEs** - Maiden Erlegh School, Reading (2015-2020)

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## References

Available on request.

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