

Sara Mae Jeffrey

Kent Based Runner

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I am a third year Television Production student at the University of the Creative Arts. I have developed a wide range of technical skills over the last five years specialising in media studies, as well as key communication skills from my part time jobs in retail. As an aspiring editor, I am currently looking for relevant runner positions, and am eager to further develop my skills with every role I take on.

Relevant Work Experience

March 2021 - Edit Assistant - The Glow-Up Business Course - London Beauty Agency

Working closely with the editor to flag audio errors, confusing/contradictory parts of content, camera blocking, background noise, delayed audio, and overly long footage in the rough/fine cuts.

February 2021 - Runner/Covid Compliance Supervisor - FIFAE Club World Cup 2021 - LiveLee

Assisting with production welfare and day to day production duties, ensuring the set is clean and tidy, and assisting with covid tests and procedures.

November 2020 - Runner - This Time with Alan Partridge (S2) - Baby Cow Productions

Responsible for distributing sides, looking after talent and crew, operating the studio red light, and liaising with the production office.

October 2020 - Contestant Stand-in - I Can See Your Voice (S1) - Thames TV

Assisting with daytime rehearsals.

January 2019 - Runner - Spun Gold Television Productions

Assisting on productions including 'Love your Garden', 'The Real Full Monty', and 'Murdered by my'.

November 2018 - Contestant Stand-in - Take Me Out (S11) - Thames TV

Assisting with daytime rehearsals.

June 2018 - Social Media Coordinator and Content Creator - University of the Arts London

Creating 9 short promotional videos for the Instagram page @UALawardingbody.

October 2017 - Event Coordinator and Content Creator - Anaka Beauty Redefined

Commission of print, and audio-visual promotional content. As well as planning, putting together, and overseeing the launch event in Canterbury, Kent.

Employment

CEX

Sales Assistant

July 2015 - September 2019

Phase Eight

Sales Assistant

May 2017 - April 2018

Dr Martens

Sales Assistant

September 2019 - Present

Key Skills

- Full UK drivers licence held with own vehicle.
- Proficient in Adobe Premiere Pro CC 15.0, After Effects CC 18.0, and Photoshop CC 22.3.
- Experience shooting on Sony, Panasonic, Nikon, and Canon.
- Screen Skills Coronavirus Basic Awareness on Production Certification.
- Logging and handling data.
- Highly organised.
- Accurate timekeeping ability.

Awards



Education

University for the Creative Arts - September 2018 - Present

BA Television Production

Canterbury College - September 2016 - July 2018

Level 3 Film and TV Production Diploma and Extended Diploma (Distinction, Distinction)

Highworth Grammar School - September 2011 - June 2016

GCSE Double Award Media Studies, English Literature, and Mathematics (A*A, A*, C)
4 additional GCSEs grade C or above, and Level 2 Diploma Thinking and Reasoning Skills (Merit)

References

Emily Aston

Products, Services and Projects Assistant
UAL Awarding Body
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Mike Rymer

Programme Director - Television Production
University for the Creative Arts
Email: mrymer@uca.ac.uk