

RACHAEL KURDIZIEL- RUNNER

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A pro-active and diligent individual looking to gain work in the screen industries, specifically as a runner.

SKILLS

- IT skills- Microsoft, G-Suite, Canva
- Basic Adobe Photoshop and PremierePro skills
- Microphone and mixers usage
- Cash-handling
- Mental Health First Aid Training- UWE 2019
- Coronavirus Basic Awareness On Production and Addressing Unconscious Bias: Basic Awareness In The Workplace' training- Screenskill 2022
- Leadership and Management Training- UWE 2022
- Resuscitation Training-NHS 2019

WORK HISTORY

Location Marshall (Dailies)- True Love (C4) June-July 2023

Locking off areas to the public • Assisting crew around set • Setting up/packing up after shoot • Interacting with public • Handling Locations kit e.g.Eazy-Ups

OTHER EMPLOYMENT

Receptionist at Loungers February-May 2023

Handling customer queries and complaints • Liaising with internal employees • Answering and Transferring phonecalls • Managing Directors expenses • Booking transport for employees

Podcast Producer at Digital Bulls February 2022- January 2023

Project Management • Editorial decision-making and research • Managing a small team • Liaising with guests, hosts, clients • Recording podcasts in-person and remote • Mixing and editing audio

Music Label Assistant at The Famous Company June 2021-January 2023

Liaising with artists, managers and PR teams • Implementing release campaigns • Coordinating recording sessions • Writing press releases • Strategising photoshoots and music videos • Daily label operations • Producing the Almost Famous Music Industry Podcast.

Complaints Handler at HSBC October 2019- March 2021

Investigating complaints • Conducting security checks • Interviewing customers over the phone Financial decision-making • Writing reports • Updating databases • Liaising via letter

Extra- The Bad Education Movie February 2015

OTHER EXPERIENCES

Volunteer Radio Producer at Longthrow Radio Station July -December 2022

Live music engineering • Broadcasting • Administrative tasks • Artist liaising • Basic Mixing

Academic Liaison Officer at UWE Psych Society May 2018- May 2019

Communicating internally and externally to the university • Producing academic events

EDUCATION

Psychology BSc (Hons) at The University of The West of England - 2:1

2016-2019