

Susie Davies | Production Runner
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Based in London, Manchester and Newcastle
Showreel: www.youtube.com/watch?v=qLOXGij6QoM

Profile

I have nearly 3 years' experience of project coordination at a corporate production company. I've directed short documentaries and assisted on set for commercials. I have just relocated to London and am looking for production opportunities in Film & TV.

Production experience

- Assisting on set for scripted TV commercials and managing locations
- Data wrangling and transferring, backing up and archiving footage
- Producing, directing and editing videos for websites and social media
- Composing and evaluating scripts
- Interviewing participants for documentaries and non-scripted content
- Leading pre-production planning and development phase in production office
- Sourcing talent and locations; booking accommodation, travel and equipment
- Handling production paperwork such as health and safety documents
- Client liaison and constant communication via meetings, phone calls and emails
- Managing up to 15 projects at one time, with multiple deadlines and demands
- Successful pitching to briefs, and adding director statements and synopses
- Use of Microsoft Word, Excel, Powerpoint and Canva

Short films

To The Dancers Director

- [Trailer](#)
- [Full film](#) (Password: TTD2024)

The Kick, The Snare, The Hat & A Clap Director

- [Full film](#)

Commercials

Northumbria Police Assistant director

Amazon Alexa Runner

Northumberland County Council Runner

Production Office Experience

- Production coordinator: Kaleidoscope Creative Film Agency, May 2021 - Jan 2024
 - Fast-paced, busy production company where I was a dedicated, hard-working project coordinator for nearly 3 years
 - Working in a team to deliver high quality videos from planning, to shooting to editing
 - Constant communication with clients
 - Constant use of literary skills in order to write successful proposals as well as copy for the company's website and social media

Other Relevant Experience

- Teaching a documentary filmmaking module: Newcastle University, Jan - May 2023
 - Teaching practical and theoretical documentary processes
 - Sharing my own passion with students and inspiring them to tell stories
 - Detailed lesson planning
 - 1-1 tutoring, critiquing and advice giving
- Videographer: Senseserve, Sep 2020 - May 2021
 - Freelance videography for tech company alongside my degree

Education

- **Newcastle University (2016 – 2021) First Class Honours** BA Fine Art, including Erasmus exchange semester at the Kunstakademie Münster, Germany
- **University of the Arts London (September 2015 – May 2016)** Foundation Diploma in Art and Design (Level 4): Merit
- 4 A Levels in Fine Art (A*), English Literature (A*), German (A) and Italian (B)

References

Craig Hawkes | Founder, Kaleidoscope CFA | Last employer
craig@kaleidoscopecfa.com

Richard Clay | Professor of Digital Humanities, Newcastle University |
Dissertation supervisor and collaborator richard.clay@newcastle.ac.uk