

## Skills

- Full driving licence, experienced with cars, campervan, Ford Custom and left-hand driving – aged over 25.
- Completed DV self-shooting course (FX3) hands on camera experience.
- Organised, self-motivated, conscientious, people oriented, articulate, digital native.
- I have 4 runner and location assistant credits.

## Television Experience

### **Receptionist – The Bottle Yard: Jan 2024 – Mar 2024**

- Answering phones, booking sheets, liaising with staff and productions and collecting post.

### **Location Assistant – TwoFour – ‘Somerset: Country and Coast’ Aug – Sept 2023**

- Assisted the director(s) with setting up camera (FX9), lighting, and audio equipment. Responsible for the RIMMS consent forms.

### **Location Assistant – BBC – ‘Rescue 999’ Jul 2023 – Aug 2023**

- Assisted the director(s) with setting up camera, lighting, and audio equipment.
- Set up and monitored FX3 & FX6 Cameras.

### **Doghouse Postproduction House Runner Jan 2023- Jun 2023**

- Responsibilities included:  
Client greeting and drinks making hourly, stock take, administration, organising maintenance, staff birthdays, petty cash handling (Monzo), receipt records, ordering supplies, liaising with staff and clients, driving when necessary, logging drives, sending out weekly emails for staff about new clients, bookings and computers being used.
- This role required flexibility, self-motivation, a positive attitude, and organisational skills.

### **The Girl Before Productions: March 2021- June 2021**

- COVID Assistant for HETV series.
- Responsibilities included: keeping records of COVID testing, liaising with the medic, ensuring crew were complying with government guidelines, keeping set clean, updating inventory, floats, ordering supplies.
- Van and car driving, I was the only runner over 24 so did most of the driving for the production.

## Other Work

### **Marketing Co-ordinator Aug 2021 – Jan 2023**

- I re-entered my family business in digital marketing.
- Responsibilities included SEO, website updates, content creation: photography, video creation/editing, PPC.

### **Clarity Cleans: Sept 2019 – Mar 2021**

- Responsibilities included taking customer calls/customer relations, office administration, recruiting staff for across the Southwest, liaising with senior staff.
- I have hands on experience of cleaning.

## Education

### **UWE Professional Diploma in Digital Marketing – Jan 2022- Aug 2022**

### **BA American Studies, Swansea University, First Class Honours: Sept 2015 – Jul 2019**

- Completed film studies credits.
- I received a First-Class Honours.
- Sandwich year - **University of Texas at Austin: Aug 2017 – May 2018**, One of the best public schools in the USA.

A-Levels in Film Studies, English Literature and Psychology  
AS Level in Modern History

## Volunteering

### **Bristol Drugs Project Aug 2019- Aug 2020**

- I volunteered for the M32 group offered by BDP. This entailed working with children aged 5-17.
- I have experience with kids, have had multiple DBS’
- Worked in delicate situations and with vulnerable people.

### **Austin TX Animal Shelter Aug 2017-May 2018**

- Volunteered in a foreign country.
- Worked with antisocial dogs.

## Personal Details

Weightlifting- It helps me stay mindful and grounded and helps me stay fit for work.