

Carenza Mitchell

Production Runner/Assistant

07547625689 | carenamitchell@gmail.com | Based Near Bath | Full Clean Driving Licence - Over 23

I am a reliable, detail-oriented and proactive Production Runner/Assistant with strong organisational skills who enjoys working collaboratively and challenging myself. I have experience prioritising my workload efficiently whilst working under pressure and I am an effective communicator.

Industry Experience

Production Assistant | Little Dude Films | March – Sept 2022, March 2023 & July 2023

Sourced and kept detailed records of potential investors and crew, documented when I contacted them and their responses, recorded minutes in meetings, researched film festivals, theatre directors, UK theatres and acting roles for clients.

Production Assistant | 'Legacy S2' | STDA Productions Ltd | June 2023 – Dailies

Used Scenechronize, put sides together, completed petty cash and vehicle forms, compiled crew unit lists, printed documents, researched director's chairs to purchase, performed stock checks, restocked kitchen, highlighted information on the shooting schedule for the APOC, ran items to set, ordered lunch and made drinks.

Video Assistant | Corporate Video Shoot | Accalia Productions | Jan – Feb 2023 (Paris & Frankfurt) – Dailies

Helped with time keeping, carried and set up kit, fulfilled Videographers requests e.g. filming behind-the-scenes.

PA | On Hold | Little Dude Films | May – June 2022

Sourced crew, researched and booked accommodation, managed petty cash and assisted the crew on the shoot.

Covid PA | Bad Sisters | Merman | Sept 2021 – Feb 2022

Assisted with registering and keeping track of crew's covid tests on RFIDentikit and Google Sheets, created a stock spreadsheet, performed stock checks, kept the trailer organised and enforced covid protocols.

Covid Marshall | Tell Me Everything | Noho Film & TV | Aug 2021 – Dailies

Helped with admin side of covid testing and enforced covid rules.

Production Runner | Three Mobile Ad | Independent Films | May 2021 – Dailies

Retrieved and distributed documents, stock checked the office kitchen and restocked as needed, ordered the crew's lunch, did tea and coffee runs, and assisted in any way I could.

Other Work

Student & Digital Ambassador | Bournemouth University | Nov 2018 – Aug 2021

Gave prospective students and their parents campus and accommodation tours, participated in my course's presentations and used live chat to answer questions about the TV Production course, the university, accommodation, social life, etc.

Skills & Training

- Ability to multi-task & work under pressure
- Keeping accurate records
- Strong attention to detail
- Diary management
- Handling petty cash & a small budget
- Microsoft Office & Google Workspace Applications
- Premiere Pro & Avid
- Zoom, Microsoft Teams & Skype
- ScreenSkills Coronavirus Basic Awareness - Nov 2022
- BAFTA Albert Applied Skills for a Sustainable Media Industry - Mar 2020

Education

BA (Hons) Television Production: First – Bournemouth University (Sept 2018 – June 2021)

References available on request.

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