

# NICHOLAS ANTHONY

## PHILONA

FILM/TV



nickphilona@yahoo.co.uk



Mobile: 07704 300883

SG14,Hertford,Hertfordshire

Full clean driving license/own car

### Profile Summary

I am enthusiastic, eager to learn and also highly motivated. I can demonstrate my genuine passion for working within the TV/Film & Media industry through my creative skills and experience, especially after completing my Skills Bootcamp Production Assistant with All Spring Media recently. I have now discovered my passion for the Industry. Flexible and reliable Production runner/assistant with studio and location experience.

### Professional Skill

- 2022(November – December)  
Character Cast, Canterbury Travel, Northwood

Worked in Lapland as an elf creating a magical and fun atmosphere at the resort.

Collected travellers from the airport and organised their day.

- Customer Team member:

2023(October – November) Co Op

### Relevant Skill

- 2021(June - Present) Supporting Actor Rachel's People Casting Ltd, London Casting Collective, Talent Talks, Onset Extras and many more, London
- Production Assistant - Tidal Flow Commercial Shoot - Crew Member - Stanmore April 2024

Supported main actors in ITV and BBC dramas.

Walk on, Double, Stand In, Hand double and more.

- A Level: Film Studies
- 2023 Skills Bootcamp Production Assistant All Spring Media

### Work Experience

#### Office Assistant

2019 – 2020(November – March) Office administrator, Abel of Hertford, Hertford

2019-2020

- Redrafted housing presentations in a clean and professional format to entice potential customers.
- Delivered leaflets to numerous houses in the local area.
- Made tea and coffee for the manager and staff ensuring the staff are fully refreshed.

#### Accounts Assistant

2019(July) Finance assistant, R.D.Hill Associates ( Chartered Accountants), Bolton

2019-2019

- Understood the impact of real time information on the payroll process
- Assisted in submitting important payroll information to HMRC

#### Office Assistant

2019(September-November) Office administrator, Simply Homes, Hertford

- Developed excellent communication skills by dealing with customer enquiries on the telephone, by answering incoming calls.

2019-2019

- Trusted with updating the price ranges for properties to be presented to clients.

- Using the photocopier by printing out the houses and filing them into the filing cabinet.

### Education

2013-2018 Richard Hale School, Hertford

GCSEs: 8 (grades 9-3) including Maths and English at grade 4

2018-2020 Simon Balle School, Hertford

2013-2023

A Level: Film Studies

Cambridge Technical: Level 3 Business Studies

2020-2021 Hertford Regional College Ware

Barbering Level 2 Diploma

2023 - Level 1 and Level 2 Unarmed Fundamental

2023 Skills Bootcamp Production Assistant All Spring Media

### Interest and Additional Qualifications

- Keen Photographer
- Training in my spare time to become a stunt double on film sets
- Member of local Gym can lift heavy equipment

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

# NICHOLAS ANTHONY PHILONA

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## REFERENCES

### JESSICA COMER

Phone: 01494 774162  
Email: jessica@allspringmedia.co.uk

*Production Assistant  
Bootcamp  
October-December 2023*

### MR HAROLD

Phone: 01992 410400  
Email: harroldd@simonballe.herts.sch.uk

*Film Studies Teacher  
Simon Balle School  
Mangrove Road  
Hertford, Herts  
SG13 8AJ*

*September-July 2018-2020  
Team Leader*

### MITCH SCOTT

Phone: 0800 270 0150  
Email: recruitment@canterburytravels.com

*Canterbury Travel  
44 High Street  
Northwood  
HA6 1BL*

*November-December 2022*



# NICHOLAS PHILONA

FILM/TV

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[www.linkedin.com/in/nicholas-philona-2039011a8](https://www.linkedin.com/in/nicholas-philona-2039011a8)

I am very interested in working in the Film/TV industry. I have just recently finished my Production Assistant skills Bootcamp with All Spring Media and returned from Lapland where I was an Elf for Canterbury Travels. Within this role I was collecting and greeting visitors at the airport, organising their days and taking them to location to meet Father Christmas, go on husky rides, visit the reindeers etc. For this role I had to stay in Character all day being very energetic and welcoming.

Since completing my A level Film Studies and BTEC Business Studies I started working as a supporting artist in films, dramas and commercials so I have experience on sets and would like to have a future in post-production, I recently attended RTS futures Careers Fair for a chance to network with industry professionals of different levels. I am very ambitious and motivated and have experience of working in fast paced environments.

I have currently been doing SA work since June 2021 and have enjoyed every moment of it. It has made me extremely confident the past few months and I want to move on to better and enjoyable things such as AD/Runner, Production Assistant, Editing, Film commercials and stunts etc. By doing SA work it has given me a better understanding of the film industry behind the camera and in front.

Kind Regards

Nicholas Philona