

DAISY GRENSTED

PRODUCTION ASSISTANT / RUNNER

07950186073 | grensted240@gmail.com | [LinkedIn](#) | London, UK

I'm a production assistant and runner with six years of experience in high-end hospitality. I offer competent computer literacy skills and experience gained through administrative management in a production office, as well as some large studio and location experience as a runner on short and feature films. I aim to transition from hospitality to the film and TV sector, leveraging my transferable skills to an industry I love.

SKILLS

- Full UK Driving License (Over 21).
 - Studio and location experience.
 - Talent handling and strict GDPR.
 - Confident shooter on DSLR and Fujifilm X-S10.
 - Rig/ Derigging location sets.
 - Digital Releasing with RIMMS Software.
 - Computer literacy in Google Suite, Microsoft Office and diary management.
 - Basic knowledge of Photoshop, Premiere and InDesign.
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EXPERIENCE

PRODUCTION ASSISTANT / BRANDED CONTENT July 2023 / London, UK

Nothing Phone (2) / Nothing (R) Tech / Mantovani Ltd

- Managed the producer's meetings and schedules using Google applications.
- Handled phone calls, replied to emails from clients and collaborators, and prepared reports.
- Interviewed camera operators and photographers from various international locations, including France, Germany, and New York, while also negotiating contracts and rates.
- Key point of contact for collaborators.

DAILY RUNNER / FEATURE FILM

June 2023 / London, UK

Take Cover / Signature Entertainment / Nick McKinless

- Ensured daily readiness of set floor and communal areas, providing necessary PPE to crew members and distributing daily sides and call sheets.
 - Performed various errands including food orders, prop and equipment collection and escorting cast to and from set.
 - Facilitated communication between departments to relay 1st Assistant Director's plans and enforce safety protocols during days with extensive special effects.
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STUDENT PROJECTS

PRODUCTION DESIGNER / SHORT FILM / Lose Me In The Sunflowers But Never In Your Mind /

Camille Burfield / May - Aug 2023 / London, UK

PRODUCTION ASSISTANT / MUSIC VIDEO / Jack Kane - We'd Be Good (Official Video) / Big Fridge

Productions / Noah Otterson Parker / Dec 2022 / London, UK

PRODUCTION ASSISTANT / SHORT FILM / Conversations With Books / Big Fridge Productions /

Camille Burfield / Dec 2022 / London, UK

PRODUCTION ASSISTANT / SHORT FILM / Spoiled For Choice / Big Fridge Productions / Camille

Burfield / Sept 2022 / London, UK

OTHER EXPERIENCE

COCKTAIL WAITRESS / THE CORAL ROOM / LONDON

Feb -July 2023

- Communicated with all hotel departments to anticipate guest needs and create a flow to their entire stay.
- Welcomed high profile guests and collaborators within the media and hospitality industry.
- Carried out ad hoc tasks during marketing shoots, live music sets and collaborating brands, such as moving sound and lighting equipment, preparing the restaurant, standing in and keeping props on hand.

BAR SUPERVISOR / HOTEL DU VIN / CAMBRIDGE

Sept 2021 - Sept 2022

- Trained and supervised junior bartenders.
- Responsible for day to day running of the bar, stock control, administration and some social media management.
- Maintained and extensive knowledge of spirits and wine, hotel services and local events to provide a bespoke stay for guests.

EDUCATION

LEVEL 3 EXTENDED DIPLOMA IN CREATIVE MEDIA PRODUCTION

Cambridge school of visual performing arts / Cambridge / Sept 2020 - July 2022

LEVEL 3 EXTENDED DIPLOMA IN ART AND DESIGN

Milton Keynes college / Bletchley / Sept 2018 - July 2020

GDPR: THIS CV MAY BE KEPT ON FILE AND SHARED FOR EMPLOYMENT PURPOSES ONLY.