

KATIE BROWN

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Summary

Reliable and motivated runner with a background in hospitality, education, and events. Skilled at working with diverse teams in fast-paced environments. Eager to gain experience in production and locations departments, open to relocate.

Skills

- Full UK driving licence (21+)
- Level 3 Emergency First Aid at Work
- Level 2 Mental Health First Aid and Advocacy in the Workplace
- Enhanced DBS (Update Service)
- Proficient in Microsoft Office, Canva, and CRM software
- Experienced in preparing call sheets, contracts, budgets, and schedules
- Short film production: working with children, animals, intimacy coordination, catering, fundraising, and social media promotion, handling finances, equipment hire
- Managing professional cast, agents, and on-set talent
- Co-ordinating logistics: bookings, accommodation, and transport
- Trained in manual handling, studio operations, and risk assessments

Work Experience

Front of House Bite Me Catering Facilitated catering operations for film productions at UK studios such as Longcross, Pinewood, and Leavesden.	08/2025 to Current Various Locations
Activities & Excursions Manager Stafford House Study Holidays Planned and coordinated the activities and excursions programmes for international students aged 8–18, liaising with foreign agencies, and external suppliers. Oversaw a team of staff, conducted performance reviews.	07/2025 to 08/2025 Bournemouth
Medical Centre Assistant The Leys School Coordinated medical and pastoral care operations for students and staff, managing health appointments, overseeing medical stock control, and organisation. Maintained site cleanliness and ensured upkeep of facilities in line with UK health and safety guidelines.	02/2025 to 06/2025 Cambridge
Activity Leader Stafford House Study Holidays Lead activities and excursions for international students, along with additional health and safety responsibilities.	07/2024 to 08/2024 Bournemouth
Front of House & Events Assistant Ridley Hall Oversaw and facilitated front-of-house operations, efficiently serving high volumes of customers for a range of occasions: weddings, corporate dinners, and university student meal times. Managed food preparation, service, and upheld health and safety standards.	07/2023 to 09/2023 Cambridge
Production Operative City Electrical Factors Picked, packed, and dispatched commercial-use electrical goods.	06/2022 to 09/2022 Biggleswade
Domestic Cleaner Self-employed Established and maintained a network of customers across the Hertfordshire region, providing a deep cleaning service, and working closely with clients to respect their privacy and preferences.	01/2020 to 09/2021 Various Locations
Events Assistant South Farm Work experience: administrative office tasks, wedding planning assistant, catering, and service team tasks.	08/2018 to 09/2018 Hertfordshire

Education

Bachelor of Arts: Film Production (Producing)

2024

The Arts University Bournemouth

- First Class Honours
- Harriet Craig Award for Film and Animation Production (2024)

A-Level

2021

Comberton Sixth Form

- Photography - A*
- Sociology - A*
- Religion, philosophy & Ethics - A*

GCSE

2019

Bassingbourn Village College

- 9 GCSE'S 4-9

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