

# Lucy Matthews

Reading

07929809100 • lucy.kmatthews@hotmail.co.uk

---

## PRODUCTION RUNNER

---

Career changer: IT Service Delivery Coordinator looking for entry level roles in Film.

Worked in a fast paced, highly demanding and changeable environment at Capgemini. High level of people skills, data management, understanding contracts and project planning. Held an in-house Engagement Manager qualification, covered: budgeting and project finances, assessing commercial risks and writing commercial documents.

I am an avid rock climber, experienced in assessing high risk situations, leading and organising group trips.

### Key skills:

- Full clean UK driver's licence,
- Project planning and budgeting,
- Risk and issue management.

### IT skills:

- Microsoft Excel, Word and PowerPoint,
- Data management,
- Microsoft SharePoint and Teams.

---

## PROFESSIONAL EXPERIENCE

---

### Capgemini Plc.

2016 to 2020

Global Leader in Technology Management, Development and Consultancy.

### Service Delivery Lead

Managed a variety of small projects and services in Retail, Aero and Automotive industries.

Developing a positive relationship with clients to ensure the services were provided on-time and to a high standard.

Day-to-day work varied considerably, from analysing data sets to resolving problems, mitigating risks and reporting both internally and externally. Understanding and working to both business expectations (to increase profit) and client expectations (to provide a high-quality service).

---

## EDUCATION

---

Bachelors of Law (LL.B.), University of Reading, 2014

---

## PROFESSIONAL DEVELOPMENT

---

- Attended "Working in Production" and "So you want to be a Production Co-ordinator?" event, by the Production Managers Association,
- BFI Network Shorts School, a one week online course,
- Completed "Coronavirus basic awareness on production training" with ScreenSkills.

---

## GDPR STATEMENT

---

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