

ENIOLU LAWALE

(+44) 07407214339

enioluwafelawale@gmail.com

PRODUCTION ASSISTANT/ RUNNER

PROFILE

Ambitious, hardworking and resourceful Film and Screen Production MA graduate, skilled in various production capacities such as budgeting, tracking invoices, liaising with cast and crew, organising meetings, bookings and other administrative roles. I am very well-organised and efficient at time management. I have worked in different capacities on the production team on film production sets and work well with reporting to my superiors. I am open to learning new skills and easily adaptable to change. I am looking to join a production team where I can add value with my skills, experience and knowledge.

EXPERIENCE

THE DEADLINE (INDEPENDENT SHORT FILM), – PRODUCER

SUMMER 2023

Final project for my MA course where I worked on all the production aspects including crewing, budgeting, call sheets, schedules, casting, location management, equipment and general overseeing of the whole project.

BROTHERHOOD, GREOH STUDIOS – RUNNER

April 2022 - June 2022

I assisted the Line Producer with Cast and Crew Contracts, budgets, tracing invoices, liaising with suppliers as well as other forms of Production Office Paperwork.

SHUTTLERS COMMERCIAL, CLIQ STUDIOS – ASSISTANT TO THE PRODUCER

March 2022

I assisted with the cast auditions, location recce, and cast management.

DETTOL MONSOON COMMERCIAL, – ASSISTANT TO THE PRODUCER

March 2022

I assisted with the cast auditions, location recce, and cast management.

THE BLOOD COVENANT, INKBLOT PRODUCTIONS – PRODUCTION ASSISTANT

FEBRUARY 2022

I worked as a production assistant helping with daily duties on set, contacting necessary people and liaising with the Production Manager where necessary.

I also assisted the cast chaperone with her duties, which included being in constant contact with the cast and ensuring they were on set when they needed to be. I also kept them

SKILLS

Proficient in Production paperwork (Call sheets, production schedules, release forms)

Microsoft e software and Google applications.

Ability to multitask and prioritize effectively

Time management skills.

Budgeting and finance management

Excellent oral and written communication skills

Organization, Teamwork and networking skills

EDUCATION

University of Derby – M.A. Film & Screen Production

October 2022 - September 2023

Obafemi Awolowo University, Ile-Ife – B.A. History and International Relations (Combined Honors)

October 2013 - June 2017

Murtala Muhammed Airport Secondary School – West Africa Senior School Certificate Examination (WASSCE)

September 2009 - June 2013

THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES

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abreast of any changes to their call time or to the script.