

# JENNIFER MOORE

## PRODUCTION RUNNER

### CONTACT

07557738629

jennifermoore452@gmail.com

[www.linkedin.com/in/jennifer-moore-7603141a8](http://www.linkedin.com/in/jennifer-moore-7603141a8)

Manchester

### SKILLS

- Collecting rushes on wrap
- Pulling sides and printing
- Communicating with cast and crew at all levels
- Proficient in Microsoft and Google Drive
- Filling out expense forms
- Completing production office paperwork
- Previous experience of floor running in studio & location

### EDUCATION

#### The Radclyffe School

##### GCSE's

2011-2016

- English Literature - A\*
- Maths - B
- Media - B
- Science - B
- ICT - B
- History - B

### CERTIFICATES / COURSES

- How the Set Is Run (ScreenSkills - July 2023)
- The Production Office (ScreenSkills July 2023)
- ScreenSkills Coronavirus Basic Awareness on Production (July 2023)

### REFERENCES

Louise Lyons - Line Producer

07718150037

[louise.lyons@quaystreetproductions.co.uk](mailto:louise.lyons@quaystreetproductions.co.uk)

### PROFILE

I am an approachable, enthusiastic and friendly individual who is independent and determined to get tasks completed. I can build effective relationships with my colleagues and contributors, at the same time devoting myself to work, where flexible hours are demanded.

I am seeking a production role as I enjoy the admin side of production, as well as being involved on set. I am 23 years of age and have my own car with business insurance.

### CREDITS

**Production Runner** | Quay Street Productions | Netflix - Fool Me Once | June 2023- August 2023 | PC: Anna McNamara | LP: Louise Lyons

**Researcher** | BBC 'Share Your Story' UK | August 2022 - December 2022 | AP: Elizabeth Hartree

**COVID Marshal** | Little Island Productions | Disney+ - The Full Monty | May - July 2022 | LP: Desmond Hughes

**COVID Marshal** | SISTER Productions | BBC - Better | March- May 2022 | Jr LP: Emma Morley

**COVID Runner** | Dancing Ledge Productions | Disney+ - Wedding Season | July - November 2021 | LP: Amanda Black

### PROFESSIONAL EXPERIENCE

#### Credit Controller

August 2023 - May 2024

ITV

- Resolving queries in a timely manner
- Proficient with Excel spreadsheets
- Minimising Debt
- Listening to customers and negotiating
- Handling of GDPR documents

#### FOH Runner

2018-Present

Arbeta / Space Studios and SharpFutures FOH runner

- Helping tenants with any queries
- Answering inbound phone calls
- Making outbound phone calls
- Checking in and out post and distributing post
- Ensure the building and tenants are abiding with COVID rules
- Signing visitor in and issuing passes
- Cleaning the empty tenant offices

### GDPR STATEMENT

This CV may be kept on file or shared for employment purposes.