

# Millie Sussex

## Trained Production Assistant - ESA Academy

### EXPERIENCE

Post A-Levels, I have spent my year training as a Production Assistant at Elstree Screen Arts Academy, gaining experience in production management and producing. I am now Level 4 qualified; this course has opened up many opportunities for me within the industry.

- **December 2023:** I worked as a runner for the London Community Gospel Choir's Christmas show at the Royal Albert Hall for a day. Tasks included managing stock; organising merchandise, budgeting for catering (going on runs) and taking/memorising orders, as well as offering a helping hand wherever needed.
- **December 2023:** I did work experience for a week at 'Studio B' learning about production for social media and VFX. I aided in content creation, prop-making for a shoot and organising within the office.
- **November 2023:** work experience week for BBC Strictly's 'It Takes Two' where I was a runner. I also got to shadow the scriptwriter in the gallery and become a hands-on member of the team in the live studio.
- **Feb-March 2024, Banijay:** A month's work experience as a production runner on Sunday Brunch which resulted in being hired! I was making briefs, shadowing researchers, doing food and guest research, food running, editing videos for socials, researching facts for different segments for the show, sitting in on research calls with guests, setting up the prep kitchen and organising ingredients for the chefs.

### EMPLOYMENT HISTORY

#### Runner

SUNDAY BRUNCH, BANIJAY

MARCH 2024- PRESENT

- Early call times, setting up green rooms and dressing rooms, greeting guests, being on hand for food running with trolleys, keeping track of break timings using paperwork such as AAGs.

#### Food and Beverage Server

Balance Coffee Shop and Juice Bar

September 2023- December 2023

- Early opening and late closing shifts.
- Working in both the kitchen and front of house

#### Waitress and Barista

The Old Guinea

May 2022- August 2023

- I provided friendly, courteous service, maximising positive customer satisfaction ratings and prolonging visits to increase profitability.
- I performed bar/restaurant closing duties, thoroughly cleaning, sanitising and replenishing stock.
- I regularly communicated with kitchen and bar staff to maintain smooth front of house operations, minimising potential service delays.
- I assisted customers with menu selection, offering knowledge of current special dishes and personal recommendations to build rapport.
- This part-time job has helped me to become a more confident and independent thinker along with being someone who can work well as part of a team; with effective listening and communication skills.



### CONTACT ME

#### LinkedIn Profile:

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Hertfordshire

### RELEVANT SKILLS

- Driver's License
- Negotiation
- Leadership
- Communication
- Practical skills
- Adobe Premier Pro video editing
- Adobe Photoshop

### EDUCATION HISTORY



#### Current

Elstree Screen Arts Academy, Craftskills

September 2023- May 2024

Level 4 Professional Diploma in Technical and Production Practice for the Creative industries.

#### A-Levels

Chancellor's School

Year of Graduation: 2023

- Film studies, B

#### A-Levels

Mount Grace School

Year of Graduation: 2023

- Psychology, C
- Photography, C

#### GCSEs

Mount Grace School

Year of Graduation: 2021

- 10 GCSEs including English, Maths and triple science.

Online Screenskills Course: "The Mark Milsome Foundation - Film and TV Online Safety Passport Course" from ProTrainings Europe Ltd.

#### GDPR Statement:

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