

## CONTACT

☎ 07891 883160

✉ Roshni.ved20@gmail.com

📍 London/Hertfordshire based  
(Willing to relocate)

## SKILLS

- Full UK driving licence (21+)
- Studio and location runner experience
- Google Suite and Microsoft Office proficient
- Working with talent and members of the public
- Radio communications
- Logging
- Adhering to strict production schedules
- Handling confidential information
- Administrative experience

## ADDITIONAL TRAINING

### Production Assistant Training Course

*All Spring Media*  
June – July 2024

- Completed a practical course where I gained hands-on experience in handling production paperwork, social media marketing, handling camera, sound and lighting equipment, budgeting, and sustainable production

## EDUCATION

### Northwood College

2019- 2021

A Levels:

Psychology – A

Business - B

Graphic Design - B

2017- 2019

GCSEs:

8 GCSEs (including Maths and English) Grades – 8-6

# ROSHNI VED

RUNNER

With experience working in production and on-set, I am seeking runner opportunities that will provide me with further experience and allow me to continue learning and advancing within the industry. I am eager to contribute to new projects, develop my skills, and grow professionally in a dynamic and creative environment.

## PRODUCTION EXPERIENCE

### Runner – “The Franchise” Press Junket

*Once Upon A Time Content, Oct 2024*

- Helped to oversee the movement of interviewers to different locations whilst adhering to a strict production schedule
- Provided support to crew and handled last-minute requests

### Studio runner – The Lateish Show with Mo Gilligan

*Expectation Entertainment, April – May 2023*

- Assisted crew with ad hoc tasks across all areas of production
- Looked after multiple talent and assisted them with any requests, and liaising with crew and talent team to move talent around the studio

### Work placement – Love Island Aftersun

*Lifted Entertainment, Feb 2023*

- Gained first-hand experience in studio filming, location shooting, post production, logging and general admin work for a busy production office
- Worked as a runner during the studio days to help prepare for the live shows

## ADDITIONAL EXPERIENCE

### Park customer assistant

*Aldenham Country Park, Oct 2023 - Present*

- Providing excellent customer service in a fast-paced environment
- Responsible for carrying out administrative and logistical tasks including answering and managing queries on phone and by email, creating bookings, and checking in guests at reception

### Events intern

*Ocean Media Group, Oct – Nov 2022*

- Was responsible for creating and uploading content for multiple social media platforms - assisted on creating graphics and editing videos for social media
- Planned and implemented the onsite social media schedule for award-winning events and conferences with a target to increase their online engagement
- Assisted with administrative tasks for the company’s events and conferences whilst meeting tight deadlines