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INDUSTRY CREDITS

DALTON – Feature Film, Location Marshall & Runner *Dec 2025*
Location assistance, traffic management assistance, general runner duties
Location Manager: Clara Butler

Pinewood Studios, Production & Locations Bootcamp / Trainee *Dec 2024*
Location Marshall training, traffic management assistance, crowd assistance, general location runner duties
Location Manager: Georgette Turner

Pinewood Studios, Studio Runner *Nov 2024*
General studio/stages assistance, customer service for high-profile clientele and staff, ad-hoc tasks and reception cover

Yahoo! Creative Studios, Studio & Talent Assistant *Aug 2024 – Nov 2024*
Talent and audience coordination, administrative and office assistance, call sheets, running errands, live show production assistance

SKY Elstree Studios, All Spring Media, Production Office Assistant Trainee *Aug 2024 – Nov 2024*
Post- and production office paperwork, sustainability (Albert), budgeting, risk assessment, call sheets, general PA duties

Warner Bros. De Lane Lea Studios, Post-Production Runner *Jul 2023 – Aug 2023*
Provided customer service and admin assistance in a team of runners at the Warner Bros. De Lane Lea post-production studios
Aided clients with shopping, food and drinks, kept the facilities clean, managed stock, shadowed post-production assistants

SubTV, Junior Editor & Team Assistant *May 2023 – Jul 2023*
Edited music & promo videos for SubTV channels in PremierePro, censored any inappropriate content; admin & communications assistance

Pie Face Productions, Short Film, Floor Runner & Location Marshall *Aug 2021*
Helped with lighting for scenes and camera work for certain shots used in the short film, helped with kits, props and equipment

OSO Arts Centre, Runner & Actor *Jan 2024 – Mar 2024*
Writer's Studio member (Spring 2024 cohort), theatre productions assistance (set up and rehearsals, script notes, admin assistance)

HOSPITALITY & EVENTS EXPERIENCE

M&S Supermarket, Customer Service Assistant *Jun 2023 – now*
Working at one of the busiest M&S stores at Gatwick Airport and Railway Stations in London, early morning and late night shifts
General store upkeep & admin support, processed payments, handled customer enquiries, kept track of/replenished stock, H&S checks

Hilton Hotels, Events & Client Services Assistant *Nov 2022 – Jun 2024*
Customer service for A-list clients, assisted with setting up and dismantling high-end events, cash handling, bar and restaurant servings

Fish and Pips, Data Entry Assistant *Jul 2022 – Sep 2022*
Helped the team to transition to Salesforce, emails, social media, diary & calendar management, client database and bookings coordination

Cranleigh Restaurant Pub, Greene King, Front-of-House *May 2022 – Jul 2022*
Coordinated, welcomed and served customers, assisted with table bookings on the phone and in person, kept the restaurant in order

EDUCATION & AWARDS

Bachelor of Arts in Film, Bournemouth University *2021 – 2024*
LAMDA Acting Grade 6 & 7 (*Distinction*) *2021 – 2023*
Orleans Park Sixth Form and Richmond Park Academy *2014 – 2021*
STEM: Science Technology Engineering and Mathematics Club at Kingston University *2017*

ADDITIONAL SKILLS

ScreenSkills Training Passport, High-end hospitality training, Production Assistant Bootcamp Certificates (SKY Elstree, Pinewood)
Confident IT and social media user (MS Office Suite, Google Suite, Avid Media Composer, Adobe Premiere Pro, Canva, Faden, etc.)
Exceptional customer service, A-list clients and talent executive assistance, phone/email communications, diary and calendar tools
Marketing and sales assistance, administrative and editorial assistance, database and Excel sheets organisation