

PROFILE

Highly reliable, efficient, dedicated & hardworking individual with deep understanding of the production process. I take pride in my role and the industry. I am a creative, ideas-orientated, asset to any production, picking up skills quickly, executing all tasks with enthusiasm & care. Looking to progress through production, I am now eagerly looking for a role in Travel & Accommodation Co-Ordinating as my next step after previous experience assisting the role.

SKILLS

- Full, clean manual driving licence, own car & business insurance
- Ability to learn on the fly and execute tasks to a high degree
- Confident in handling POs, Card recs, petty cash & creating TMOs
- Competent in Microsoft programmes, MAC software & Fadeln
- Booking travel & accomodation and relevant paperwork
- Troubleshooting, Timekeeping & Scheduling
- Strong liaising, interpersonal & communication skills with clients, peers, and VIPs.

SELECT EXPERIENCE

Jan-Feb 2025	Neuromancer Skydance Media Production Assistant
Dec 2024	Got The Shot JustSo x Expedia & Visit England Production Assistant
July-Nov 2024	28 Years Later Part II: The Bone Temple DNA Films Production Assistant <i>As below</i>
May-July 2024	28 Years Later DNA Films Production Assistant Assisting T&A bookings, sourcing options & pitching, TMO distributing, onboarding training, P-Card, PO & invoice handling, mass distribution & managing distro lists, unit list updating, assisting cast at base & offices, fulfilling operational, cast & crew requirements
April-May 2024	Adidas x NUFC Away Kit Launch AD The Midnight Club Floor Runner Talent liaising, lock offs, assisting the 1st & heading up crowd on large shoot days.
Feb-April 2024	Steve Big Things Films Production Assistant Prep only. Established early T&A spreadsheets & sourced accommodation for crew, execs & #1 before T&A coordinator came on board. Secured local suppliers, accommodation cleaning & rental deals.
Jan 2024	Breitling x Haaland Navitimer Campaign Spring Studios Production Assistant
April 2023	Swim For Gold Windfall Films Runner Working as part of a two man crew, where I was responsible for additional camera, sound record and talent & facilities liaison
Jan-May 2023	The Crown Season 6 Netflix Location Assistant
Nov 2022	Chris Kamara: Lost For Words Triple Brew Media Shooting Researcher Conducting vox-pops, compiling releases, principal sound recordist & additional camera operator.
Oct 2022	First Footing BBC Scotland Location Assistant One-person dept. Solely in charge of all location liaising and running & all loc dept. responsibilities
Aug-Oct 2022	Top Chef Season 20 NBC Universal Production Assistant
Aug-Sept 2022	The Big Breakfast Lifted Entertainment Talent Runner
May 2022	Magic Mike's Last Dance Warner Bros. Crowd PA
April-May 2022	The Union Netflix Location Marshal & Lock Off PA
April 2022	Greatest Days SPG3 Crowd PA
Jan-April 2022	Batgirl Warner Bros Location Marshal & Lock Off PA
Dec-Jan 2021/2	Pennyworth Season 3 Warner Bros Covid PA
Oct-Nov 2021	Wonka Warner Bros Crowd PA

Sept-June 2020/1

The Importance of Acquiescence (Student Film) - Writer, Director, Producer,
Cinematographer, Gaffer
Running depts. under COVID constraints, shooting in disjointed, innovative ways to
accommodate restrictions. **Winner of RTS Award for Best Student Comedy**

Jan-April 2018

Awning Glory (Student Film) - Writer, Director, Producer

Jan-Jul 2018

PX Ltd. Monthly Video Update (Corporate) - Director, Producer & Editor
Liaising with clients, planning and producing a consistent vision in line with requests.

2016-2018

UFilms Productions (Various, Client Based) - Director, Producer

OTHER WORK EXPERIENCE

2022-Present

Seasonal customer service & warehouse | Asda
Duties include providing strong customer service, receiving & sorting deliveries, manual handling &
store maintenance and installation of promotional material.

2020-2022

Stock handler/checkout operator | Iceland Foods
Duties included filling shelves, providing strong customer service, organising logistical distribution of daily deliveries & working
efficiently under pressure to complete tasks on time. 2016-2020 Bartender/Server | Here For You Hospitality.

2016-2020

Bartender/Server | Sporting Lodge Inns
Duties included restaurant & large event service, taking care of huge amounts of people efficiently, providing
good customer service & setting up weddings/functions under strict time constraints.

EDUCATION

BA (Hons) Digital Film Production – 1st Class Honours. University of Sunderland. 2018-2021.

BTEC Level 3 Extended Diploma in Creative Media Production (TV & Film) – D*D*D. Stockton
Riverside College. 2016-2018.

ADDITIONAL QUALIFICATIONS

SafeSets International COVID Training Level A.
Screenskills Diversity, Equality & Inclusion Training
ScreenSkills Coronavirus Basic Awareness Training

ScreenSkills Addressing Unconscious Bias Training
Screenskills Safeguarding For All Training
Albert Sustainable Production Training

References available upon request.

This CV may be kept on file for employment purposes.