

## LEANNE TEAR

Hertfordshire based and willing to travel

Full clean driving licence with own vehicle (over 25)

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I'm a recent career changer with many transferable skills from my previous social housing career including working under pressure, communicating effectively and multi-tasking. My passion is high end TV drama and film and now having gained experience in both Production and Covid, I wish to pursue a career in the AD department where I feel my people and organisational skills will be put to good use.

- Experienced in working on set and in a Production Office (both studio & on location)
- Mental Health First Aider
- Proficient in all areas of Microsoft Office
- Screenskills - Coronavirus basic awareness
- Child chaperone licence holder & DBS checked

### Industry Experience

DATE	ROLE	PRODUCTION	HODS
29 July 2022 Daily	<b>Runner</b>	<b>The Essex Range Rover Murders</b> Sky / Expectation Entertainment Documentary	Production Manager – Diana Francis Series Director – Owen Gower
March – July 2022 Contracted	<b>Production Assistant</b>	<b>The Boys in the Boat</b> MGM feature film	Production Co-ordinator – Jack Gillespie Production Supervisor – Rachel Rosser Unit Production Manager – Georgette Turner Director – George Clooney
February - March 2022 Contracted	<b>Shoot Marshal</b>	<b>Invasion S2</b> Apple TV	Covid Assistant Manager – Hannah Campbell Covid Production Manager – Claire Gibson Directors – Brad Anderson & Alik Sakharov
January – February 2022 Contracted	<b>Covid Runner</b>	<b>Wool S1</b> AMC Studios/Apple TV	Key Covid Marshall – Andy Wooding Covid Manager – Stephen Templeton Director – David Semel

### Previous Employment History & Transferable Skills

#### Senior Housing Register & Accommodation Officer - North Herts Council (2015 – January 2022)

- Assessing and verifying information and deciding who is allocated social housing
- Working collaboratively with NHS, police, social workers, probation officers, etc to resolve housing need
- Administrative tasks – reporting on housing statistics, maintaining records accurately

#### Housing Officer Roles (2011 – 2015)

- Arranging resident area meetings and engagement events including catering and entertainment
- Completing risk assessments, Health & Safety audits, producing monthly KPI reports

#### Customer Service Roles (2000 – 2011)

Various customer service roles including proof reading for a local newspaper, retail and call centre work. Skills developed included customer service, IT skills, time management and cash handling and basic sales accounts.

### Education & Training

Set Etiquette Film and TV Bootcamp with Mary Hare and Tracey Ewen Powell (Nov 2021)

Chartered Management Institute Level 3 Certificate in First Line Management (Jan 2016)

4 A' Levels: Communication Studies - B, English - C, Drama - C, General Studies - C (June 2000)

### Other

Over the last decade I worked with my ex-husband to set up a successful bike manufacturing/race company and we travelled around the world to promote it. We now have teams worldwide and have riders compete at Olympic level.

**GDPR Statement: This CV may be kept on file and distributed for employment purposes**