

# Alexandra Rennie

PA/researcher with buckets of enthusiasm and the gift of the gab! Looking for Runner, Researcher and PA positions to kick-start my career. Experience in Feature, Factual and HETV and press events.

## INDUSTRY EXPERIENCE

### **Runner / Rushes Runner - Project Red / NDA'd project non-released Multi Camera - Fulwell73**

SEPT 6TH, 16th & 17th 2023

Locking off, craft replenishment, liaising with departments, setup/breakdown of green room, lunch/drinks run, general clean up, and transporting rushes.

### **Location Marshal - Crime II - Flaming Pigeon Productions**

SEPT 2022

Moving equipment, green room setup, organising lunch for security, lock off.

### **Team Leader Location Marshal - Bat Girl - Warner Bros**

NOVEMBER 2021 - MARCH 2022

Leading a team in lock off, organising lunch, letter drops, liaising with the public and business owners, assisting security, handling petty cash, and fire marshalling.

### **Location Marshal - Indiana Jones 5 - Lucasfilm**

JULY 2021

Securing lock off, reset, liaising with SAs, Security and the Public.

## WORK EXPERIENCE / UNPAID EXPERIENCE

### **Creative Producer - Longer Tables - Park Village**

Conducted research, creating schedules, organising shoot days, formed relationships with contributors, production paperwork, assisting on shoot days, liaising with companies/charities.

### **Director- Student Film - Beyond the Spectrum**

Created a documentary from pitch to completion. Pre and Post-production paperwork, research, camera operating, sound, diary management/schedule building, editing, transcribing.

## EDUCATION

### **University of Stirling — BA Hons, Film and Media**

SEPT 2019 - JUNE 2023

Practical skills in camera, editing, sound, production management, directing, radio, writing, and research.

07772812429

[alexandrarennie10@gmail.com](mailto:alexandrarennie10@gmail.com)

Full Clean Driving Licence (22+)

References available on request.

London and St Albans based with bases in Scotland.

## SKILLS

Avid Media Composer

Pro Tools

Sony FS5/7

Canon XF300

Zoom H4Npro

Google and Microsoft Packages

Skilled written and Verbal communicator

Premier Pro

Screen Skills COVID-19 training

## Work History

### **Sopwell House - Head Hostess**

Head hostess at a 4/5 star hotel/restaurant. Dealt with all reservations, organised staff, greeted guests and explained how service works, cash handling, processing payments and guest relations.

### **Regency House Hotel — Assistant GM**

Cash handling, communication, Banking, responsible for staff, fire training, room allocation, diary management, stock management, F&B standards, reports, guest relations and processing data.

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