

# Teagan Booker

## Production/Office Runner

I am a highly motivated and creative Visual Arts and Film graduate eager to gain further experience in the TV and Film industries as a Production or Office Runner. I possess strong organisational skills developed through leadership roles in student groups, and a keen passion for storytelling, with experience in comedy writing for radio and stage, and short film production as a Producer, Camera Operator and Production Assistant.

### LOCATIONS:

Hertfordshire  
London  
Cardiff

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## SKILLS

- Money Management
- DaVinci Resolve
- Xero and Slack
- Adobe Creative Suite and Canva
- Social Media Management
- Google Workspace & Microsoft 365
- Script Editing
- Team Collaboration
- Project Timeline Management
- Team Management

## EXPERIENCE

### Social Media and Technical Support Volunteer — *MIX 92.6* - JAN 2025 - PRESENT

- Offer technical support during live shows and develop social media campaigns for community radio station

### Production Assistant — *'Love Me Again' Music Video* - MAR-APR 2025

- Worked as production assistant and supported the lighting team for a music video facilitated by the JGA group
- Worked with the production team to liaise with our client, and produced shot lists for the shoot

### Co-President and Writer — *The Durham Revue* - OCT 2022 - SEPT 2024

- Wrote three comedy sketches per week, and edited colleagues' sketches for University comedy sketch troupe

#### As Co-president:

- Organised and ran tri-weekly sessions, shows, and consistent publicity for the troupe maintaining a consistent social media presence
- Produced a full run at both Durham and Edinburgh Fringe in August (2023 and 2024)
- Managed the troupe's finances using Excel and Xero

### Producer and Camera Operator — *PalTV* - OCT 2023 - JULY 2024

- Filmed interviews and sports content including live coverage of the Durham Regatta using Sony A7III

### Publicity Officer — *Bede Film Society* - JUNE 2023 - JULY 2024

- Designed and circulated posters for upcoming events, and aided in the running of film screenings

### Deputy Head of Arts and Show Writer/Presenter — *Purple Radio Durham* - SEPT 2022 - AUG 2023

- Maintained the Durham University Purple Radio Arts Instagram and liaised with collaborators
- Produced, wrote for and presented on two live Radio Shows, and two Podcasts

## OTHER EMPLOYMENT

### Hospitality (Various) - JUNE 2022 - PRESENT

- Experience as a bartender and server
- Long shifts whilst honing customer service skills
- Strong phone etiquette developed through phone bookings

Craft Beer Assistant - Mad Squirrel - SEPT 2024-PRESENT

Front of House - Prae Wood Arms - JUNE-SEPT 2022

Car Marshal - Newthorn Events - JULY-SEPT 2021

## EDUCATION AND COURSES

- JGA Production Skills Boot Camp - MAR-APR 2025
- Screenskills Training Passport - OCT 2024
- BA (Hons) Visual Arts and Film (First Class) - University of Durham - 2021-2024
- 12 GCSE's (Grade 8-9 including English Language and Maths), 3 A levels (Grade A-A\* including Maths) - St Albans Girls' School - 2014-2021

References available upon request.