

# Charlotte Rueppel

Graduate Filmmaker

## 👤 Profile

Film Production graduate with experience on professional sets in various capacities. Proficient in a range of software, including Premiere Pro, Avid and After Effects. Capable of undertaking individual or collective tasks, to a high standard.

## 🏢 Relevant experience

### Directing , London

March 2024 — Present

Directing a documentary about Music Therapy in Euston alongside research teams and 2 Universities.

Making creative decisions with background and composition.

With a small crew I also help with the technical aspects of lighting and sound. Conducting interviews.

Completing pre- production paperwork prior to filming.

### CubeUP! Runner, Maidenhead

October 2023 — October 2023

Involved on set with multiple shoots.

Assisting 1st AD with admin and miscellaneous tasks. Providing refreshments for cast and crew.

Aided art director with props and composition.

Relaying messages between crew.

Helping with the de rig at the end of the shoot

### Production Assistant, High Wycombe

June 2023 — June 2023

Greeting and escorting interviewees to and from set.

Assisting with camera and lighting set up.

Taking behind the scenes photos and videos.

Arranging refreshments and meals for cast and crew.

Attending the screening of the 'Irish Nurses in the NHS' at the Irish Embassy.

## Details

High Wycombe, England,

07494286161

[charlotterueppel01@gmail.com](mailto:charlotterueppel01@gmail.com)

Driving licence

Full UK manual

## Links

[Linkedin](#)

## Skills

Problem Solving

Adaptability

Multitasking

Team Collaboration

Communication Skills

Customer Service

## Languages

Spanish



## 🎓 Education

### BA Film Production, Buckinghamshire New University

September 2021 — June 2024

Achieved a 2:1

## 🎓 Courses

### 4Skills Virtual Work experience, Channel 4

July 2023 — July 2023

## **Employment History**

### **Back of House Team Leader, The Works Family Ltd.**

August 2024 — Present

- Delivery of budgeted margin
- Monitor completion of daily and weekly control forms
- Food Safety compliance record keeping
- Communicating goals and deadlines to team members
- Cash handling
- Perform opening and closing procedures including equipment and stock checking

### **Games Master at Know Escape , High Wycombe**

March 2023 — August 2024

- Greeting guests and providing a thorough pre-game briefing.
- Supervising the game throughout via CCTV.
- Taking payments and confirming bookings with customers.
- Maintaining high level of cleanliness and organisation in the rooms.
- Making emergency repairs and replacements to damaged or broken game items.
- Carrying out a Healthy and Safety walk around at the beginning of each shift

### **Seasonal Bookseller at Waterstones, High Wycombe**

October 2022 — December 2022

- Working in home and other local stores over the busy festive period.
- Greeting and engaging with customers, listening to their needs and providing them with recommendations and advice.
- Monitoring and maintaining stock levels.
- Handling money and operating the till

### **Crew Trainer at McDonald's, Leighton Buzzard**

June 2018 — March 2022

- Worked as part of a team to ensure efficient operations and customer satisfaction.
- Effectively communicated with customers to ensure accurate order taking and resolve any issues or concerns.
- Demonstrated excellent communication skills to provide exceptional customer service.
- Utilised conflict resolution skills to handle challenging situations and customer complaints.