

# ALEXANDER KIRTON

## RUNNER

### CONTACT

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✉ AlexanderNKirton@gmail.com

### SKILLS

Communication  
Teamwork  
Taking initiative  
Multi-tasking and prioritising  
Reliability  
Problem solving  
Organisation and time management  
Attention to detail  
Proactivity  
Proficient in Microsoft Office programmes

### EDUCATION

**A-level Film Studies Grade A**

**Extended Project Qualification (EPQ) Grade B**

**Barnsley Sixth Form College**

2020-2022

**4 GCSEs**

**Honley High School**

2015-2020

Received 4 GCSEs including Grade 6 English and Grade 4 Maths

### ADDITIONAL ACTIVITIES

- **First aid at work training**, professional training, Sky Studios Elstree, Sky,
- **How the set is run**, professional training, online, ScreenSkills,
- **Coronavirus basic awareness on production training**, professional training, online, ScreenSkills,
- **Addressing unconscious bias: basic awareness in the workplace**, professional training, online, ScreenSkills,
- **Tackling harassment and bullying at work**, professional training, online, ScreenSkills,

### PROFILE

Proactive and highly organised runner with over a year's experience at a major film studio. Experience as a floor runner across two episodes of a HETV special with a full clean driving licence based in Borehamwood.

### WORK EXPERIENCE

#### Unit Assistant - Jurassic World Rebirth

NBCUniversal

August 2024 - September 2024

- Assisted the locations department on site and location with hands on duties and production support under manager Sam Courtmage samcourtmage@hotmail.com
- Handled sustainability and waste management for both main and second unit teams

#### Kitchen Associate

JD Wetherspoons

February 2024 - August 2024

- Supported the kitchen team washing dishes and preparing meals
- Co-ordinated and communicated within a small team in a fast-paced environment

#### Day Runner - Britain's Got Talent London Producer Tour

Fremantle

November 2023

- Registered auditioning acts confirming they had the correct paperwork across two days

#### Festive Colleague – Borehamwood Tesco

Tesco

October 2023 - December 2023

- Operated in a small team to unload deliveries and stack shelves, ensuring a constant flow of products
- Interacted with customers answering questions and providing assistance
- Organised invalid and broken products to reduce waste

#### Production Runner - Unofficial Science Of...

Fremantle

September 2023 - October 2023

- Acted as a Production Runner across two episodes of HETV special while at Sky Studios Elstree assisting with the organisation and operation of the shoot
- Supported the floor manager and production office sourcing props and products, escorting and taking care of talent, and assisting with paperwork

#### Sky Content Academy Ignite Runner - Sky Studios Elstree

Sky

October 2022 - October 2023

- 1 year working in Client Services and Operations departments, assisting with a range of general office tasks independently and in a team
- Organised travel for site-wide events such as the office Christmas party
- Sustained a site map and compiled a list of local suppliers on Excel
- Ensured the office was tidy and supplies, such as stationery, were well-stocked
- Worked on feature film productions supporting unit teams and assisting PAs
- Dealt with confidential information and high profile individuals with discretion
- Trained on Netcourier and Lenel programmes to assist the mailroom and front of house departments respectively

#### Production Company Office Assistant

Talking Lens Productions

September 2021 - July 2022

- Completed tasks and assisted with office admin during unpaid work experience
- Contributed to development meetings and learnt about the production process
- Compiled project specific research individually and collaborated with the script department to develop new ideas

References available upon request

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