

Kyna Boyle

Production Assistant / 3rd AD

Personal Profile

I am a hardworking and honest individual who is dependable and an excellent timekeeper. I enjoy learning new skills and can adapt to changing situations when required. I am a friendly, helpful, polite and I have a good sense of humour. I can work independently using my own initiative when required. I also relish working in a team setting and listening effectively when solving problems. I am outgoing, tactful and always strive to see a task to completion.

Education and Qualifications

All Spring Media - Moving Up To 3rd AD Course *October 2024 - November 2024*

- Learnt the responsibilities required to be an efficient 3rd AD.
- Understood how to support a 2nd and 1st AD efficiently.
- Appreciated the importance of communication and problem solving when on set.

Buckinghamshire New University - BA Hons in Acting for Screen, TV, and Stage – First Class Honours *September 2021 - May 2024*

- Produced films and live theatre productions
- Learnt about the different roles on a set and the importance of each one.
- Organised shoots and filming locations with planning permission and created risk assessments while creating my own short films.
- Organised working with over 20 extras to create desired performance while ensuring their wellbeing was met.

Chalfont Community College *July 2017 - June 2021*

A levels -
Drama – A*, BTEC Performing Arts – Distinction* and Diploma in Music - Distinction*

GCSE's -
Maths, English Language, English Literacy, History, Science, Dance, Drama, Music, and Religious Education.

Additional Qualifications -
Trinity Grade 7 Distinction
LAMDA Grade 5 Distinction

Employment Experience

Razzmatazz- Singing Teacher *January 2024 - present*

- Develop personalised lesson plans for five classes between the ages of 6- 16, techniques, and methods to sing more clearly and efficiently for their growing voices.
- Prepare students for showcases, learning multiple different shows.
- Create a supportive and positive learning environment to help build confidence.
- Mentor students on a one-to-one basis, preparing songs to build up their portfolios.

The Cooperative- Team Leader *April 2020- present*

- Manage a small team on shift ensuring all tasks are completed in the allocated time.
- Responsible for opening and closing the store and am on call to respond to after hour alarms.
- Aid in achieving consistent high sales targets and contribute to the overall success of the team.
- Handle cash transactions and balance the till at the end of the night.

The Dumb Bell – Manager *March 2019 - August 2024*

- Scheduled workers for the week ahead.
- Managed high pressure situations.
- Ensured customer satisfaction, while maintaining a positive work environment.

Hobbies and Interests

Producing and Directing

- Recently produced and starred in a short film with a small team which was screened at Pinewood Studios.

Musical Theatre

- Performed as Eponine in a local production of Les Misérables and Muzzy in a production of Thoroughly Modern Millie.

Acting

- Appeared in numerous music videos and short films as a child actress including a featured part in the film 'His House' which received no.1 in the Netflix most watched for several weeks.