

I am an experienced, motivated, confident and hardworking individual, seeking opportunities to progress my TV career within production management and assistant director. I thrive on completing tasks solo and working as part of a team. I have a specific learning difficulty meaning I require clear, literal explanations of tasks with time to process information. With understanding and support, I am competent in completing tasks and eager to learn.

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## SKILLS

- Full, clean, drivers' licence 6+ years
- Adobe premiere experience & Microsoft office proficient
- (Live) Logging experience (Black Bird)
- Research / fact checking (Taught by [Pam Relton](#))
- Sony DSLR / FX9 camera training / knowledge
- Casting Assistance experience
- Cash / card handling, use of comms / radio
- Sourcing and collecting props / equipment
- Working with / looking after talent
- Time management & multi-tasking
- [Call time ready - CN: cert\\_mb8myd5w](#)

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## FILM / TV EXPERIENCE / EMPLOYMENT

### **Daily / PSC Runner - BBC - RHS Chelsea Flower Show - May 2024**

Assigned to assist one of the many PSC crews with various administrative tasks. My primary task on the crew was live logging various presenter lead segments during the event, which would be used to assist the editors before broadcasting on the same day or the next day.

### **Day Runner / Daily - Thames tv / Fremantle - Britain's Got Talent - Nov 2023**

Assisted production crew with various administrative tasks on location when required, Looked after talent making sure they got through stage 1 auditions and assisted Producers / AP's with stage 1 auditions gaining knowledge and understanding on the casting process.

### **Trainee - RAW TV - Rise at Raw Work Experience placement - Nov to Dec 2022**

A 6-week opportunity to have a greater insight into the industry, particularly with a production company, including being an office runner and assisting a director on a shoot as a location runner. Working with an assistant editor, gained insight in post-production and logging using Avid and Blackbird. Used initiative with various research tasks and attended production masterclasses learning key skills as a researcher.

### **Location Runner / Daily - BBC - Antiques Roadshow - Aug 2022**

Assigned to assist with the show's self-shooting DV Director which helped me gain insight into the roles and responsibilities for visualising, shaping, and filming a project's content and editorial narrative.

### **Production Runner - ITV2 - Lifted Entertainment - Bad Chefs - May 2022**

Undertook various administrative tasks on location including driving to collect supplies and equipment, looking after talent by helping them depart from location at the end of the day. Gained insight within the Production Office and with the crew in the planning and managing process within a film and TV environment.

### **Trainee - MediaTrust Creative Works Future - Oct to Nov 2021**

This employment skills training program covered online / offline editing, market data research, product pitching and storytelling, strategic planning, problem-solving, and sourcing content / file management. Was also part of the post-production team that edited the season's 2021 traineeship graduation highlight reel.

### **Driver - MTV / Viacom - Aug 22nd and Sep 29th 2021**

Two days collecting / delivering Covid tests helping improve my confidence in driving and communication skills.

### **Office Runner - ITV - Lifted Entertainment - The Petshow - Jul 2021**

Liaised with security at front gate to welcome crew and contributors, distributing site passes, confirming COVID declarations, looking after the production team, completing beverage, drinks, lunch etc. Overseeing catering, and assisting crew on departing studio at end of the day.

### **Trainee - WORLDwrite - Mar 2021**

Consolidating my understanding of the film production process. I secured and interviewed a well-known film producer and using professional camera equipment on the streets filmed members of the public.

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## OTHER EXPERIENCES / EMPLOYMENT

### **Front of House Staff - Everyman Cinema, Oxted - Aug 2019 – Present**

Being in this role helps me learn and improve many skills, such as being customer-focused, working and communicating well within a team, time management, and multi-tasking while under pressure.

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**REFERENCES**

Available on request

**EDUCATION**

**Ravensbourne University, London Oct 2020 ( Deferred In 2021 then left in 2022)**  
BA (HONS) Digital Film Production

**East Surrey College, Redhill Sep 2018 to Jul 2020**  
UAL Level 3 Extended Diploma (eqv to 3 A Levels) - Creative Media Production and Technology - Merit